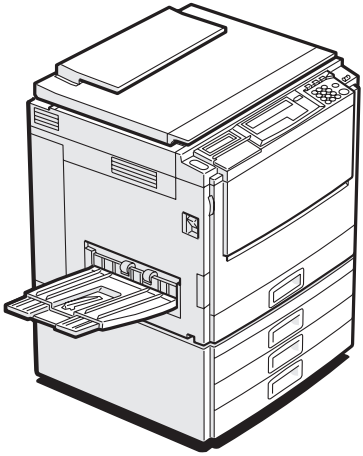
Operating Instructions

SDC326 Copy Reference



Read this manual carefully before you use this product and keep it handy for future reference.
For safety, please follow the instructions in this manual.

Introduction

This manual contains detailed instructions on the operation and maintenance of this machine. To get maximum versatility from this machine all operators should carefully read and follow the instructions in this manual. Please keep this manual in a handy place near the machine.

Please read the Safety Information before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

Notes:

Some illustrations might be slightly different from your machine.

Certain options might not be available in some countries. For details, please contact your local dealer.

Operator Safety:

This machine is considered a CDRH class I laser device, safe for office/EDP use. The machine contains a 15-milliwat, 760-800 nanometer wavelength, GaAlAs laser diode. Direct (or indirect reflected) eye contact with the laser beam might cause serious eye damage. Safety precautions and interlock mechanisms have been designed to prevent any possible laser beam exposure to the operator.

Laser Safety:

The Center for Devices and Radiological Health (CDRH) prohibits the repair of laser-based optical unit in the field. The optical housing unit can only be repaired in a factory or at a location with the requisite equipment. The laser subsystem is replaceable in the field by a qualified Customer Engineer. The laser chassis is not repairable in the field. Customer engineers are therefore directed to return all chassis and laser subsystems to the factory or service depot when replacement or the optical subsystem is required.

Warning:

Use of controls or adjustment or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

Two kinds of size notation are employed in this manual. With this machine refer to the inch version.

For good copy quality,Savin recommends that you use genuine Savin toner.

Savin shall not be responsible for any damage or expense that might result from the use of parts other than genuine Savin parts in your Savin office product.

Power Source:

120V, 60Hz, 12A or more

Please be sure to connect the power cord to a power source as above. For details about power source, ⇒ P.151 *"Power Connection"*.

Note to users in the United States of America

Notice:

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one more of the following measures:

Reorient or relocate the receiving antenna.

Increase the separation between the equipment and receiver.

Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.

Consult the dealer or an experienced radio /TV technician for help.

Warning

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

Note to users in Canada

Note:

This Class B digital apparatus complies with Canadian ICES-003.

Remarque concernant les utilisateurs au Canada

Avertissement:

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

In accordance with IEC 60417, this machine uses the following symbols for the main power switch:

| means POWER ON.

⏻ means STAND BY.

Copyright © 2000 Ricoh Co., Ltd.

Notice

Do not make copies of any item for which copying is prohibited by law.

Copying the following items is normally prohibited by local law:

Bank bills, revenue stamps, bonds, stock certificates, bank drafts, checks, passports, driver's licenses.

The color copy samples in this book may differ slightly from the actual copies due to printing effects.

This machine is equipped with a function that prevents making counterfeit bank bills. Due to this function the original images similar to bank bills may not be copied properly.

Safety Information

When using your equipment, the following safety precautions should always be followed.

Safety During Operation

In this manual, the following important symbols are used:

⚠ ***WARNING:***
Indicates a potentially hazardous situation which, if instructions are not followed, could result in death or serious injury.

⚠ ***CAUTION:***
Indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property.

⚠ ***WARNING:***

- ***Connect the power cord directly into a wall outlet and never use an extension cord.***
- ***Disconnect the power plug (by pulling the plug, not the cable) if the power cable or plug becomes frayed or otherwise damaged.***
- ***To avoid hazardous electric shock or laser radiation exposure, do not remove any covers or screws other than those specified in this manual.***
- ***Turn off the power and disconnect the power plug (by pulling the plug, not the cable) if any of the following conditions exists:***
  - ***You spill something into the equipment.***
  - ***You suspect that your equipment needs service or repair.***
  - ***Your equipment's cover has been damaged.***
- ***Do not incinerate spilled toner or used toner. Toner dust might ignite when exposed to an open flame.***
- ***Disposal can take place at our authorized dealer or at appropriate collection sites.***
- ***Dispose of the used toner cartridge in accordance with the local regulation.***

⚠ *CAUTION:*

- *Protect the equipment from dampness or wet weather, such as rain, snow, and so on.*
- *Unplug the power cord from the wall outlet before you move the equipment. While moving the equipment, you should take care that the power cord will not be damaged under the equipment.*
- *When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).*
- *Do not allow paper clips, staples, or other small metallic objects to fall inside the equipment.*
- *Keep toner (used or unused) and toner cartridge out of the reach of children.*
- *For environmental reasons, do not dispose of the equipment or expended supply waste at household waste collection points. Disposal can take place at an authorized dealer or at appropriate collection sites.*
- *The inside of the machine could be very hot. Do not touch the parts with a label indicating the "hot surface". Otherwise it could cause a personal burn.*
- *Our products are engineered to meet high standards of quality and functionality, and we recommend that you only use the expendable supplies available at an authorized dealer.*

How to Read This Manual

Symbols

In this manual, the following symbols are used:

⚠ ***WARNING:***
This symbol indicates a potentially hazardous situation that might result in death or serious injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section.

⚠ ***CAUTION:***
This symbol indicates a potentially hazardous situation that might result in minor or moderate injury or property damage that does not involve personal injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section.

WARNINGS and CAUTIONS are notes for your safety.

Important
If this instruction is not followed, paper might be misfed, originals might be damaged, or data might be lost. Be sure to read this.

Preparation
This symbol indicates the prior knowledge or preparations required before operating.

Note
This symbol indicates precautions for operation or actions to take after misoperation.

Limitation
This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

Reference
This symbol indicates a reference.

[ ]
Keys that appear on the machine's panel display.

【 】
Keys built into the machine's operation panel.

TABLE OF CONTENTS

What You Can Do with This Machine **2**
Guide to Components **4**
Options **6**
Operation Panel **7**
Panel Display **9**
Layout and Keys 9
Common Keys 10
Example Displays 10

1. Basics

Turning On the Power **13**
Turning On the Main Power 13
Starting the Machine 14
Originals **16**
Standard Size Originals 16
Recommended Originals 16
Non-recommended Originals for the Document Feeder 16
Setting Originals on the Exposure Glass **18**
Setting a Stack of Originals in the Document Feeder **19**
Setting one Original at a Time in the Document Feeder **21**
Setting Originals of Different Sizes in the Document Feeder **23**
Setting Custom Sized Originals **24**
Removing the Platen Cover to Copy a Large Original **26**

2. Copying

Basic Procedure **27**
Adjusting Copy Image Density 28
Selecting a Color Mode 30
Selecting the Original Image Type (Photo/Text) 35
Selecting the Copy Paper Size 40
Copying from the Bypass Tray 42
Auto Reduce/Enlarge 51
Energy Saver Mode 52
Auto Off Mode 53
Interrupt Copying 53
Auto Start 54
Program 54
Check Modes 57
Counter 58

Reduce/Enlarge **59**
Preset R/E 59
Zoom 61
Directional Magnification (%) 63
Directional Size Magnification (inch) 65
Shifting the Image **68**
Centering 68
Margin Adjustment 69
Series Copies **71**
Book → 1 Sided 71
2 Sided → 1 Sided 73
Combine 2 Originals 74
Cover Sheet **76**
Front Cover 76
Front & Back Covers 78
Color Creation **81**
Color Conversion 81
Color Erase 83
Image Creation **86**
Mirror 86
Positive/Negative 87
Finishing **89**
Sort 89
Stack 91
Staple 92

3. Adjustment and Color Memory

Color Balance **97**
Color Balance Adjustment 97
Color Balance Program 98
Image Adjustment **100**
Sharp/Soft, Contrast, Background Density, and Pastel 101
U.C.R. Adjustment, A.C.S. Sensitivity Level and Auto Separation Sensitivity Level ... 103

4. Combination Chart

Combination Chart **105**

5. What to Do If Something Goes Wrong

If Your Machine Does Not Operate as You Want **111**
If You Cannot Make Copies as You Want **112**
Loading Paper **115**
Non-recommended Paper for Paper Trays 115
Loading Paper in the Paper Tray 116

Changing The Toner Cartridge **117**
Pulling Out the Toner Cartridge 117
Setting the New Toner Cartridge 120
Clearing Misfeeds **122**
When A, B, C or Y is Displayed: 123
When P is Displayed: 123
When R is Displayed: 124
Adding Staples **125**
Removing Jammed Staples **127**

6. Changing the Machine's Settings

Changing Paper Size **129**
To Adjust the Paper Size with the User Tools 131
User Tools **133**
Accessing the User Tools 133
Exiting from the User Tools 134
Settings You Can Change with the User Tools (System Settings) 135
Settings You Can Change with the User Tools (Copy Features) 140

7. Others

Do's and Don'ts **149**
Where to Put Your Machine **150**
Machine Environment 150
Power Connection 151
Access to Machine 152
Maintaining Your Machine **153**
Exposure Glass 153
Platen Cover 153
Document Feeder 154
Remarks **155**
Copier 155
Use and Storage of Supplies **156**
Copy Paper 156
Paper Storage 157
Toner Storage 157

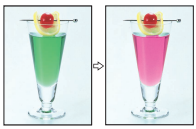
8. Specification

Mainframe **159**
Document Feeder (Option) **163**
20-bin Sorter Stapler (Option) **164**
10-bin Sorter Stapler (Option) **165**

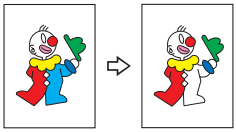
3-bin Sorter (Option) 166
1000-sheet Tray Unit (Option) 167
1500-sheet Tray Unit (Option) 168
INDEX..... 169

What You Can Do with This Machine

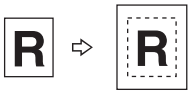
• Color Conversion ⇒ Page 81



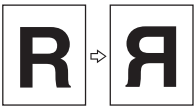
• Color Erase ⇒ Page 83



• Centering ⇒ Page 68

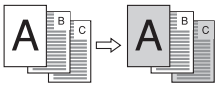


• Mirror ⇒ Page 86

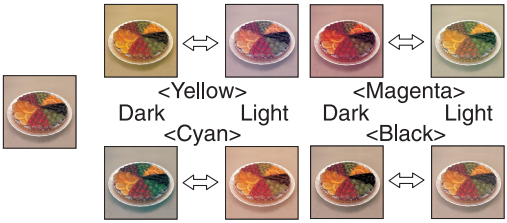


• Positive/Negative ⇒ Page 87

• Cover Sheet ⇒ Page 76 *3



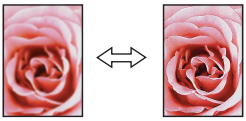
• Color Balance ⇒ Page 97



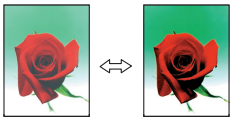
• Bypass feed Copying ⇒ Page 42

• Image Adjustment ⇒ Page 100

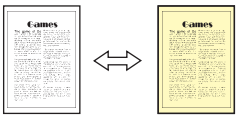
• Sharp/Soft



• Contrast

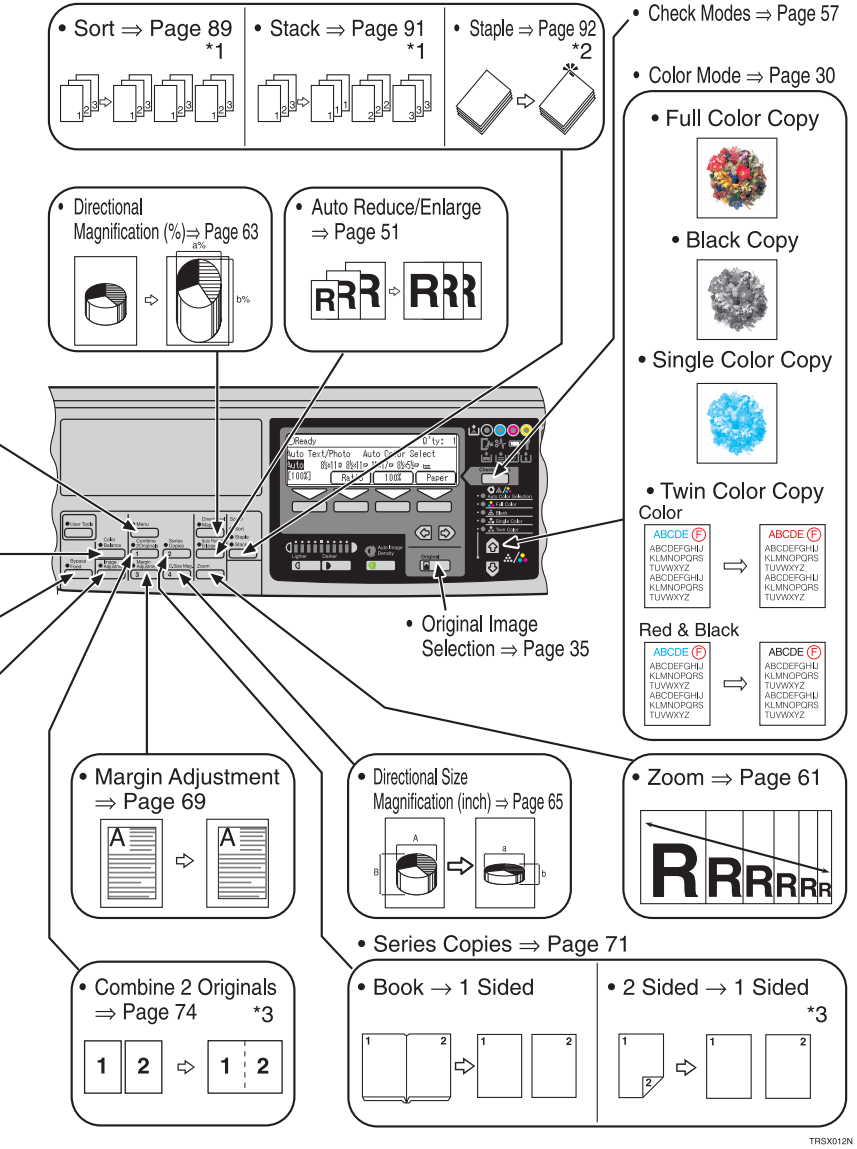


• Background Density

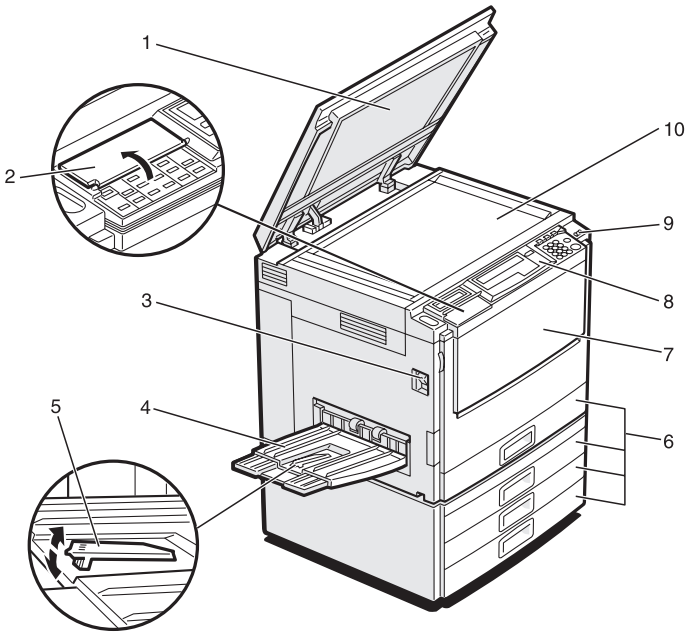


• Pastel

*1 The optional 20-bin sorter stapler, 10-bin sorter stapler or 3-bin sorter is required.
*2 The optional 20-bin sorter stapler or 10-bin sorter stapler is required.
*3 The optional document feeder is required.


• Sort ⇒ Page 89 *1
• Stack ⇒ Page 91 *1
• Staple ⇒ Page 92 *2
• Check Modes ⇒ Page 57
• Color Mode ⇒ Page 30
• Full Color Copy
• Black Copy
• Single Color Copy
• Twin Color Copy
Color
Red & Black
ABCDE
ABCDEFGHIJ
KLMNOPQRS
TUVWXYZ
• Directional Magnification (%)⇒ Page 63
a%
b%
• Auto Reduce/Enlarge ⇒ Page 51
• Original Image Selection ⇒ Page 35
• Margin Adjustment ⇒ Page 69
• Directional Size Magnification (inch) ⇒ Page 65
• Zoom ⇒ Page 61
• Series Copies ⇒ Page 71
• Book → 1 Sided
• 2 Sided → 1 Sided *3
• Combine 2 Originals ⇒ Page 74 *3
TRSX012N

Guide to Components



1. Platen cover (option)

Lower this cover over originals placed on the exposure glass for copying.

2. Flip cover

Flip this up when to access the keys underneath.

3. Main power switch

To start the machine, turn on this switch.

Note

❒ If the machine does not operate after turning on the operation switch, check if the main power switch is turned on. If it is off, turn it on.

4. Copy tray

Copied paper is delivered here.

5. Stopper

When you copy onto thin paper, raise this to prevent curling.

6. Paper tray

Set paper here.

7. Front cover

Open to access the inside of the machine.

8. Operation panel

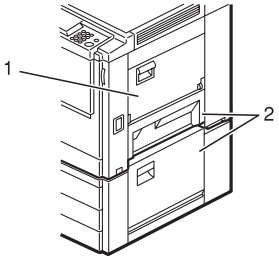
⇒ P.7 *"Operation Panel"*.

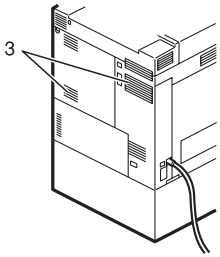
9. Operation switch

Press this switch to turn the power on (the **On** indicator goes on). To turn the power off, press this switch again (the **On** indicator goes off).

10. Exposure glass

Position originals here face down for copying.





1. Bypass tray

Use to copy onto OHP transparencies, adhesive labels, translucent paper, post cards, and custom size paper.

2. Right covers

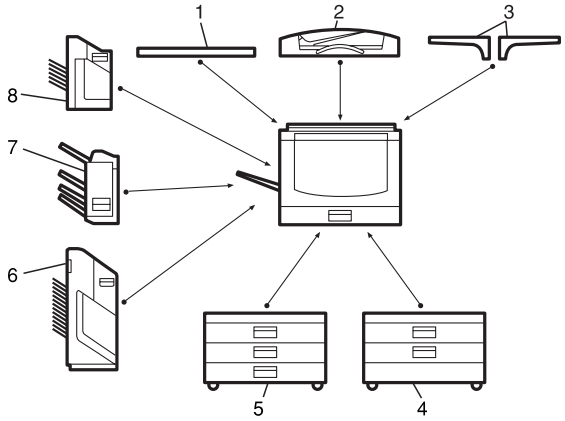
Open this cover to remove jammed paper.

3. Ventilation holes

Prevent overheating. Do not obstruct the ventilation holes by placing or leaning an object near them. If the machine overheats, a fault might occur.

Options

This machine can be provided with the following options:



1. **Platen cover**

Lower this cover over originals placed on the exposure glass for copying.

2. **Document feeder (ADF)**

Insert a stack of originals here. They will be fed automatically.

3. **Original tray**

4. **1000-sheet tray unit (two 500-sheet trays)**

Consists of two paper trays.

Other options:

- Controller Interface unit

5. **1500-sheet tray unit (three 500-sheet trays)**

Consists of three paper trays.

6. **20-bin sorter stapler**

Sorts, stacks, and staples copies.

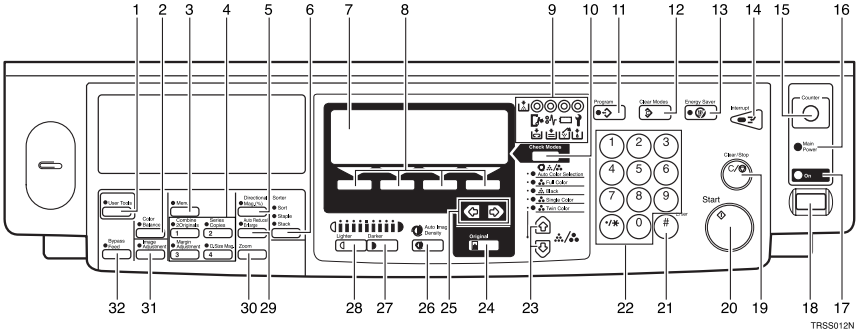
7. **3-bin sorter**

Sorts and stacks copies.

8. **10-bin sorter stapler**

Sorts, stacks, and staples copies.

Operation Panel



1. 【User Tools】 key

Press to change the default settings and conditions to meet your requirements.

2. 【Color Balance】 key

Press to adjust and store the color balance. ⇒ P.97 *"Color Balance"*.

3. 【Menu】 key

Displays the names of available functions.

4. 【Favorite】 keys

Press to use the stored functions you frequently use. By default, the following functions are stored:

- Combine 2 Originals
- Series Copies
- Margin Adjustment
- Directional Size Magnification (inch)

5. 【Directional Mag.(%)】 key

Press to use Directional Magnification (%) mode. ⇒ P.63 *"Directional Magnification (%)"*.

6. 【Sorter】 key

Press to select Sort, Stack or Staple mode. ⇒ P.89 *"Sort"*.

7. Panel Display

Shows operation status, error messages, and function menus. ⇒ P.9 *"Panel Display"*.

8. 【Selection】 keys

Press the key under the item you wish to select.

9. Indicators

These indicators show errors or the status of the machine. ⇒ P.111 *"What to Do If Something Goes Wrong"*.

10. 【Check Modes】 key

Press to check all the settings you have set.

11. 【Program】 key

Press to select the program mode. ⇒ P.54 *"Program"*.

12. 【Clear Modes】 key

Press to clear the previously entered settings.

13. 【Energy Saver】 key

Press to enter/exit Energy Saver mode. ⇒ P.52 *"Energy Saver Mode"*.

14. 【Interrupt】 key

Press to make interrupt copies. ⇒ P.53 *"Interrupt Copying"*.

15. 【Counter】 key

Press to check the total number of copies made. ⇒ P.58 *"Counter"*.

16. Main Power indicator

This indicator goes on when the main power switch is turned on, and goes off when the switch is turned off.

17. On indicator

This indicator goes on when the operation switch is turned on, and goes off when the switch is turned off.

18. Operation switch

Press this switch to turn the power on (the **On** indicator goes on). To turn the power off, press this switch again (the **On** indicator goes off).

19. 【Clear/Stop】key

Press to cancel the copy number entered. While copying, press to stop copying. This key is also used to clear data.

20. 【Start】key

Press to start copying. Use to set the Auto Start.

21. 【#】key

Use to enter data in selected modes.

22. Number keys

Use to enter the desired number of copies. They are also used to enter data.

23. keys (Color Mode keys)

Press to select the color mode. ⇒ P.30 *"Selecting a Color Mode"*.

24. 【Original】key

Press to specify the type of original image. ⇒ P.35 *"Selecting the Original Image Type (Photo/Text)"*.

25. keys (Cursor keys)

Press to select an item on the panel display.

26. 【Auto Image Density】key

Press to make copies in Auto Image Density mode. ⇒ P.28 *"Auto image density"*.

27. 【Darker】key

Press to increase the image density.

28. 【Lighter】key

Press to lower the image density.

29. 【Auto Reduce/Enlarge】key

Enlarges or reduces the image automatically according to the specified paper size. ⇒ P.51 *"Auto Reduce/Enlarge"*.

30. 【Zoom】key

Enlarges or reduces in 1 % steps. ⇒ P.61 *"Zoom"*.

31. 【Image Adjustment】key

Press to change the default settings for image adjustment. ⇒ P.100 *"Image Adjustment"*.

32. 【Bypass Feed】key

Press to select the paper type when copying with the bypass tray. ⇒ P.42 *"Copying from the Bypass Tray"*.

Panel Display

The panel display shows the status of the machine, error messages, and function menus.

Important

❒ Do not apply a strong shock or force of about 30N or more to the panel display or you could damage it.

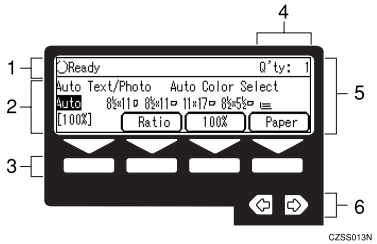
Note

❒ Currently selected items are shown highlighted on the panel display (e.g. Auto).

❒ Keys that are not available are shown grayed out (e.g. OK).

Layout and Keys

❖ Initial display



1. **The machine status and messages appear here.**

2. **Items which can be selected or specified.**

3. **These four keys correspond to the keys that are in the bottom line of the display (e.g. [Ratio], [100%], and [Paper] in the above display). Press the relevant key to select a key in the display.**

4. **Number of copies set.**

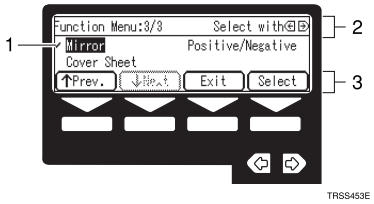
5. **Settings for this function.**

6. **Press these keys to select an item on the display.**

To move the selection to the left, press the ◀ key.

To move the selection to the right, press the ▶ key.

❖ **Function menu display**



1. A ✓ mark appears before the names of functions that are currently selected.

2. The machine status and messages appear here.

3. Items which can be selected or specified.

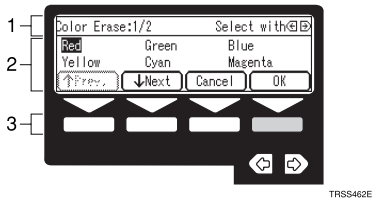
Common Keys

[OK]	Confirm the selected function or value and return to the previous display.
[Cancel]	Cancel the selected function or value and return to the previous display.
[↑Prev.][↓Next]	When there are too many items to fit on the display, use these keys to move between pages.
◀▶	Press to highlight items you wish to select.
[Exit]	Confirm the selected function or value and return to the initial display.
[Select]	Confirm the selected function.

Example Displays

The basic elements used on the display are shown below. Understanding their meaning help you exploit this machine's features quickly and easily.

Sample display for color erase

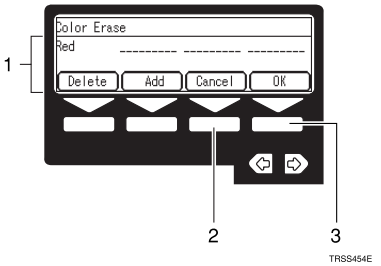


1. The machine status and messages appear here.

2. Available settings.

3. A screened key means you should press it.

➧ Press the **[OK]** key.



1. Selected item.

2. Cancel the settings and return to the previous display.

3. Confirm the settings and return to the previous display.

Turning On the Power

To turn the machine on, press the operation switch.

Note

❒ This machine automatically enters Energy Saver mode or turns itself off if you do not use the machine for a while. For details, ⇒ P.52 *"Energy Saver Mode"*. For details Auto Off Timer, ⇒ P.135 *"System settings"*.

Power Switches

This machine has two power switches.

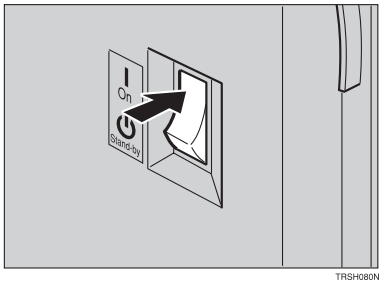
❖ **Operation switch (right side of the operation panel)**
Press this switch to activate the machine. When the machine has warmed up, you can make copies.

❖ **Main power switch (left side of the machine)**
When the machine is not to be used for an extended period of time, turn off the main power switch.

Turning On the Main Power

1 **Make sure that the power cord is firmly plugged into the wall outlet.**

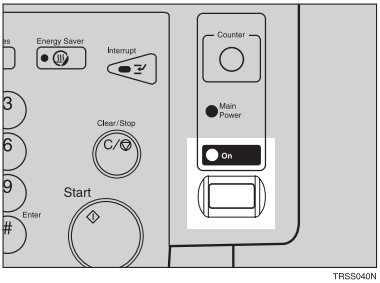
2 **Turn on the main power switch.**



TRSH080N

Starting the Machine

1 **Press the operation switch to make the On indicator go on.**



Note

❒ If the power is not turned on when the operation switch is pressed, check if the main power switch is on. If off, turn it on.

❒ During the warm-up period (Less than 270 seconds), you can use the Auto Start function. ⇒ P.54 *"Auto Start"*.

When the machine is set for user codes

1 **Enter your user code using the number keys. Then press the【#】key.**

Note

❒ To prevent others from making copies with your user code, press the **【Clear Modes】** key and the **【Clear/Stop】** key simultaneously after copying.

Reference

For more about user codes ⇒ P.140 *"General features"*.

When the Energy Saver indicator is lit

The machine is in Energy Saver mode.

1 **Press any key.**

The machine will return to the ready condition.

Note

❒ The machine will also return to the ready condition when an original is set in the document feeder, or when the platen cover or the document feeder is opened.

Shutting down the machine

1 **Press the operation switch to make the On indicator go off.**

Turning off the main power

1 **Turn off the main power switch.**

The main power indicator of the operation panel goes off.

Originals

Standard Size Originals

The machine will detect originals of the following sizes and directions as standard size originals:

❖ When you set originals on the exposure glass

Metric version	A3□, B4□, A4□ □, B5□ □, 8 1/2" × 13"□
Inch version	11" × 17"□, 10" × 14"□, 8 1/2" × 14"□, 8 1/2" × 13"□, 8 1/2" × 11"□ □

❖ When you set originals in the document feeder

Metric version	A3□, B4□, A4□ □, B5□ □, A5□ □, B6□ □, 267 × 390mm□, 195 × 267mm□ □, 11" × 17"□, 8 1/2" × 13"□, 8 1/2" × 11"□ □
Inch version	A4□ □,11" × 17"□, 11" × 15"□, 10" × 14"□, 8 1/2" × 14"□, 8" × 13"□, 8 1/2" × 11"□ □, 8" × 10"□, 5 1/2" × 8 1/2"□ □

Recommended Originals

Regarding originals that the document feeder can handle, ⇒ P.163 *"Document Feeder (Option)"*.

Non-recommended Originals for the Document Feeder

Note

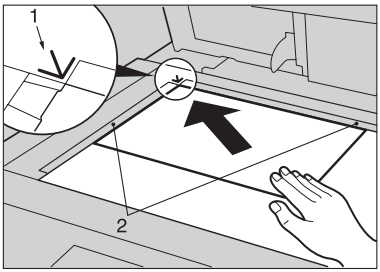
❒ The following types of originals are not recommended for use with the document feeder. Place them directly on the exposure glass.

- Originals thicker than 128g/m^2, 34 lb
- Originals thinner than 40g/m^2, 11 lb
- For originals between 40 and 52g/m^2, 11 and 14 lb, the document feeder must be set to Thin Paper mode with the user tools.
- Originals larger than A3, 11" × 17"
- Originals smaller than B6 □ □, 5 1/2" x 8 1/2"□ □
- Folded, curled, creased, or damaged originals
- Mailing labels, or perforated originals
- Bound, stapled, or clipped originals
- OHP transparencies
- Translucent paper

- Pasted originals
- Damp originals
- Sticky originals
- Wavy originals
- Originals that are not made from paper
- Originals written in pencil on both sides, or two-sided carbon originals
- Thermal fax paper, CRO (camera ready originals) or aluminum foil
- Books, pamphlets, and booklets

Setting Originals on the Exposure Glass

1. **Lift the platen cover or the document feeder.**
2. **Set the original face down on the exposure glass. The original must be aligned with the rear left corner.**



1. **Reference mark**

2. **Scale**

Note

❒ Start with the first page to be copied.

3. **Lower the platen cover or the document feeder.**

Setting a Stack of Originals in the Document Feeder

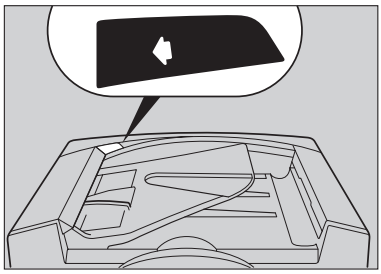
You can insert a stack of originals into the document feeder. These originals are individually fed onto and removed from the exposure glass.

Note

- ❒ Some originals are unsuitable for the document feeder. ⇒ P.16 *"Non-recommended Originals for the Document Feeder"*.
- ❒ Do not press down or hold originals after inserting them.
- ❒ While originals are fed from the original table to the exposure glass, do not pull them out.
- ❒ Do not lift the document feeder until the original has been completely fed out.

1 Correct any curl, fold, or crease in the originals before setting the originals.

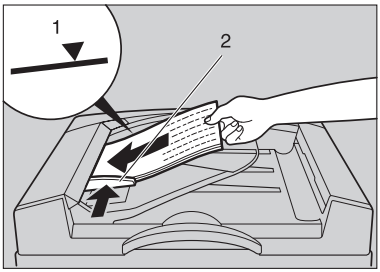
2 Make sure the Insert Original indicator is lit and the exposure glass is clear of originals.



TRSR050E

3 Adjust the guide to the original size.

4 **Set the originals face up into the document feeder until the Insert Original indicator goes off.**



TRSR020E

1. **Limit mark**

2. **Original guide**

Note

❒ The last page should be on the bottom.

❒ The original guide must touch the front side of the originals.

❒ Do not stack originals above the limit mark.

Setting one Original at a Time in the Document Feeder

If you set one original at a time in the document feeder, the second and subsequent originals can be fed and copied automatically without pressing the 【Start】 key.

Note

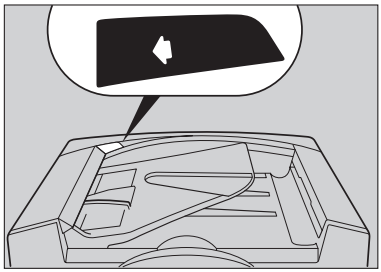
❒ Do not press down or hold originals after inserting them.

❒ While originals are fed from the original table to the exposure glass, do not pull them out.

❒ Do not lift the document feeder until the original has been completely fed out.

1 Correct any curl, fold, or crease in the originals before setting them.

2 Make sure the Insert Original indicator is lit and the exposure glass is clear of originals.



TRSR050E

3 Adjust the guide to the original size.

4 Set the original face up into the document feeder until the Insert Original indicator goes off.

Note

❒ If you are copying a stack of originals one sheet at a time and you want to keep them in order, start with the last page of the originals.

❒ The original guide must touch the front side of the original.

5 Press the 【Start】 key.

6 **While the Auto Feed indicator is lit after an original is fed, set the next original. The original is automatically fed and copied.**

TRSR030E

Note

❒ You can adjust the time the machine waits before being ready for the next original with the user tools.

Setting Originals of Different Sizes in the Document Feeder

Preparation

To use this function, you have to select ADF Mixed Sizes mode with the user tools. ⇒ P.146 *"ADF/Sorter"*.

You can insert a stack of originals of different standard sizes (e.g. A4, B5 etc.) into the document feeder. These originals are individually fed onto and removed from the exposure glass.

Limitation

❒ The weight of originals that can be set with this function is 52 - 81g/m^2, 14 - 20 lb.

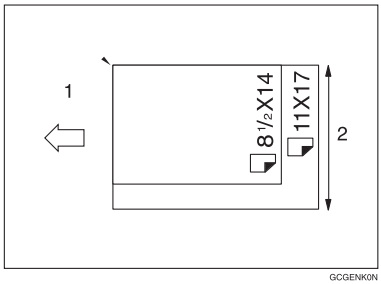
❒ Smaller size originals might be skewed a little.

Note

❒ If your stack of originals contains pages of different sizes, make sure that:

- Longer originals are at the bottom of the stack, and shorter originals are at the top.
- All originals are flush with the back fence of the document feeder.

1 Align the rear and left edges of the originals as shown in the illustration.



1. **Document feeder feed direction**

2. **Vertical size**

2 Adjust the guide to the widest original size.

3 Set the aligned originals face up into the document feeder.

Setting Custom Sized Originals

When copying from custom sized originals, enter the original size so that copy is well aligned.

Limitation

❒ You must set your custom sized originals on the exposure glass.

Reference

For the standard sizes the machine can detect, ⇒ P.16 *"Standard Size Originals"*.

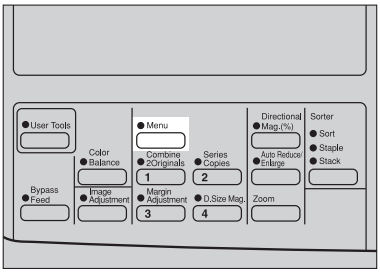
Note

❒ The dimensions you can enter must be within the following ranges:

Vertical size	50 - 297mm (in 1mm steps), 2.0" - 11.7" (in 0.1" steps)
Horizontal size	50 - 432mm (in 1mm steps), 2.0" - 17" (in 0.1" steps)

1 **Select the copy paper size.**

2 **Press the [Menu] key.**



TRSS222N

3 **Make sure that the [Custom Size Orig.] is selected, then press the [Select] key.**

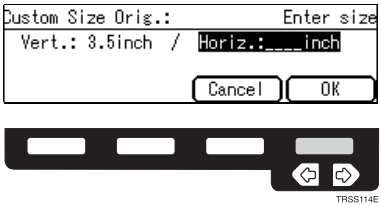
TRSS114E

4 **Enter the vertical original size with the number keys, then press the ➔ or 【#】 key.**

Note

❒ To change the value entered, press the 【**Clear/Stop**】 key and enter the new value.

5 **Enter the horizontal original size with the number keys, then press the [OK] key.**



6 **Set your original on the exposure glass, then press the 【Start】 key.**

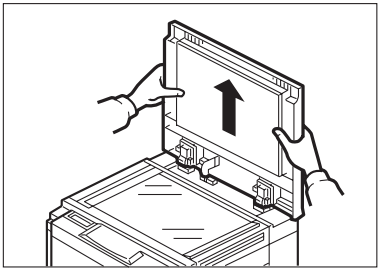
Removing the Platen Cover to Copy a Large Original

You can remove the platen cover to copy a large (more than A3, 11" × 17") original.

Note

❒ You cannot remove the document feeder.

To remove the platen cover, lift it out.

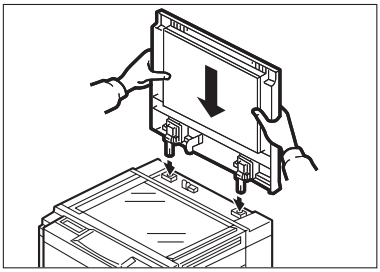


TRSH090E

Note

❒ Lift the platen cover with both hands. Place the removed cover on a flat surface, such as a desk, and where it will not be damaged.

To reset the platen cover, align the pins of the platen cover and the holes of the copier. Then push the platen cover onto the copier.

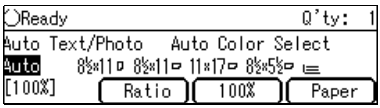


TRSH100E

Basic Procedure

1 **Set your original on the exposure glass or in the document feeder.**

2 **Make sure that the [Auto Text/Photo], [Auto Color Select], [Auto] (Auto Paper Select), and [100%] are selected.**



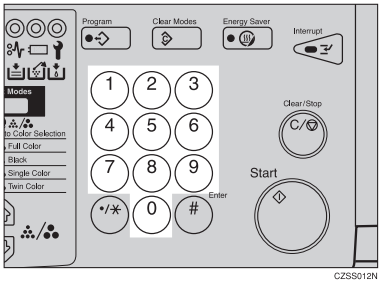
Note

❒ Auto Text / Photo ⇒ P.35 *"Auto Text/Photo mode"*.

❒ Auto Color Select ⇒ P.30 *"Auto color selection mode"*.

❒ Auto Paper Select ⇒ P.40 *"Auto paper select"*.

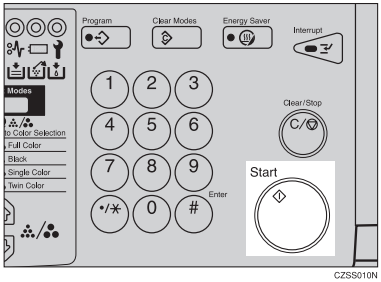
3 **Enter the number of copies required using the number keys.**



Note

❒ To change the number entered, press the 【**Clear/Stop**】 key, then enter the new number.

4 **Press the【Start】key.**



Note

- ❒ To stop the machine during a multi-copy run, press the【Clear/Stop】key.
- ❒ If you want to change the settings, press the【Clear/Stop】key. If you want to resume the copy run, press the【Start】key.
- ❒ To return the machine to the initial condition after copying, press the【Clear Modes】key.

Adjusting Copy Image Density

Image density affects the contrast of copies. With these functions you can control the image density so that copies match originals. Make the selection you require then set your originals and press the【Start】key.

Auto image density

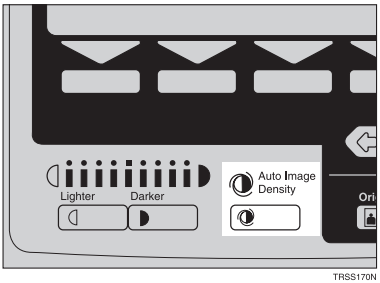
The machine automatically controls the image density.

Note

- ❒ Auto Image Density and Auto Color Selection cannot be set together.

1 **If Auto Color Selection mode is selected, select other color modes to cancel it. ⇒ P.30 *"Auto color selection mode"*.**

2 **Press the【Auto Image Density】key to light the Auto Image Density indicator.**

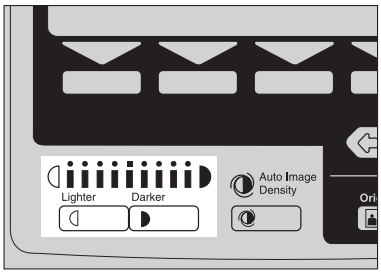


Manual image density

If you require darker or lighter copies, adjust the image density yourself.

1. **If the Auto Image Density indicator is lit, press the [Auto Image Density] key to cancel it.**

2. **Press the [Lighter] (left) key to lower the image density. Press the [Darker] (right) key to increase the image density.**



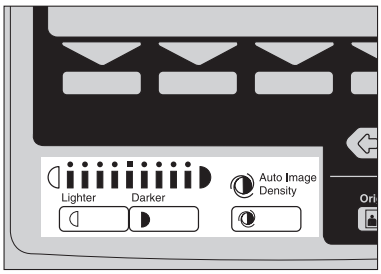
Combined auto and manual image density

Use when copying originals with a dirty background (such as newspapers). You can adjust the foreground density while masking out the dark background.

1. **If Auto Color Selection mode is selected, select other color modes to cancel it. ⇒ P.30 *"Auto color selection mode"*.**

2. **Press the [Auto Image Density] key to light the Auto Image Density indicator.**

3. **Press the [Lighter] or [Darker] key to adjust the density.**



Selecting a Color Mode

Select a color mode that best suits your originals and copying requirements.

Auto color selection mode

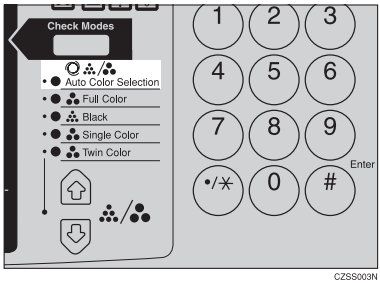
2

The machine automatically detects whether the original has color parts or not. Originals containing only black images will be copied in Black mode. Originals with some color areas will be copied in Full Color mode.

Note

❒ If you make one copy set of a black original using the document feeder, it is recommended to select Black mode. If you choose Auto Color Selection mode, the machine will reset the color selection for every original page, taking a long time to complete the job.

1 **Make sure that the Auto Color Selection indicator is lit.**



Note

❒ If it is not, press the ⇧⇩ keys to light the **Auto Color Selection** indicator.

2 **Set your originals, then press the [Start] key.**

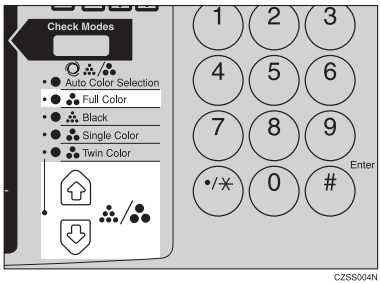
Full color copy mode

This function makes copies in full color.

Note

❒ You can adjust the overall color tone of copies. ⇒ P.97 *"Color Balance"*.

1 **Press the ⇧⇩ keys to light the Full Color indicator.**

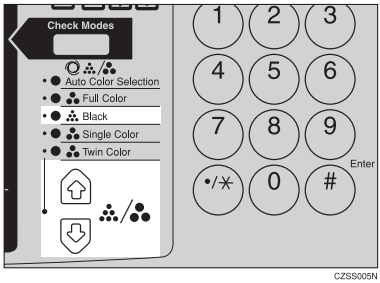


2 **Set your originals, then press the 【Start】 key.**

Black copy mode

This function makes copies in black.

1 **Press the ⇧⇩ keys to light the Black indicator.**



2 **Set your originals, then press the 【Start】 key.**

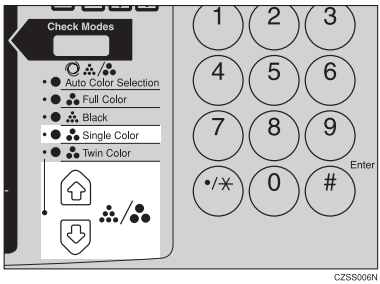
Single color mode

This function makes copies in single colors.

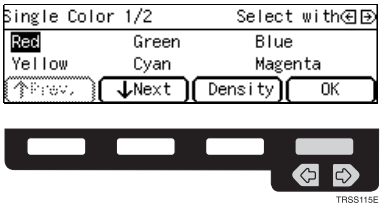
Note

❒ You can choose one of the following colors: Red, Green, Blue, Yellow, Cyan, Magenta, Yellow Green, Orange, Marine Blue, Beige, Pink, and Purple

1 **Press the ⇧⇩ keys to light the Single Color indicator.**



2 **Select the color with the ⇦⇨ keys. Then press the [OK] key.**



Note

❒ You can select the color density level after pressing the **[Density]** key.

3 **Set your originals, then press the 【Start】 key.**

Twin color mode

Two methods are available:

❖ **Twin Color (Color Copy)**

Reproduces black areas of the original in one selected color and areas in other colors using the second selected color.

Note

❒ You can have colored areas copied in one of the following colors: Red, Green, Blue, Yellow, Cyan, Magenta, Yellow Green, Orange, Marine Blue, Beige, Pink, and Purple.

❒ You can have Black areas copied in one of the following colors: Red, Green, Blue, Yellow, Cyan, Magenta, Yellow Green, Orange, Marine Blue, Beige, Pink, Purple, and Black.

❖ **Twin Color (Red & Black)**

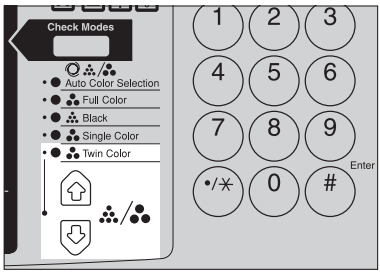
Reproduces red areas of the original in red, and areas in other colors using black.

Note

❒ You cannot change the color.

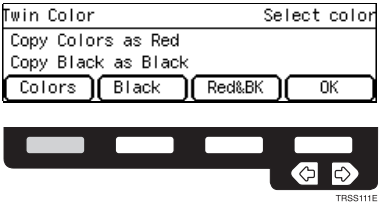
Twin Color (Color copy)

1 **Press the ⇧⇩ keys to light the Twin Color indicator.**



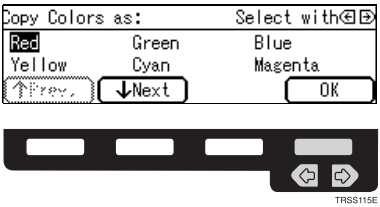
CZSS007N

2 **Press the [Colors] key.**



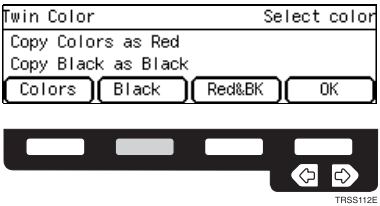
TRSS111E

3 **Select the color you want to copy in the color parts of the original with the ⇦⇨ keys. Then press the [OK] key.**



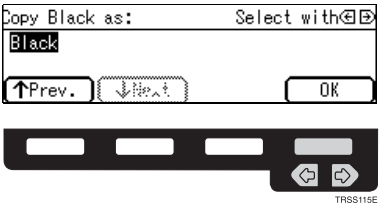
TRSS115E

4 **Press the [Black] key.**



TRSS112E

5 **Select the color you want to copy in for the black parts of the original with the ◀▶ keys. Then press the [OK] key.**



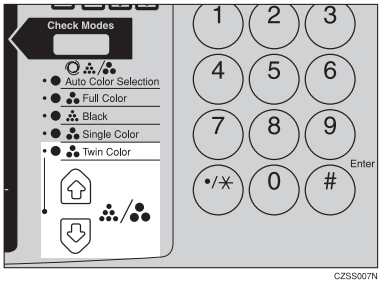
6 **Set your originals, then press the [Start] key.**

Twin Color (Red & Black)

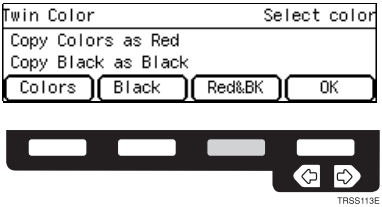
Note

❒ If Color Sensitivity is set to wide, the machine recognizes orange or purple as red. This adjustment affect Color Erase or Color Conversion. ⇒ P.100 *"Image Adjustment"*.

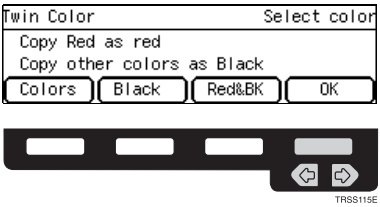
1 **Press the ▲▼ keys to light the Twin Color indicator.**



2 **Press the [Red&BK] key.**



3 **Press the [OK] key.**



4 **Set your originals, then press the [Start] key.**

Selecting the Original Image Type (Photo/Text)

To optimize the likeness between copies and originals, select an image type that matches your originals.

Note

❒ You can adjust the readability of black lettering in colored areas, ⇒ P.100 *"Image Adjustment"*.

Auto Text/Photo mode

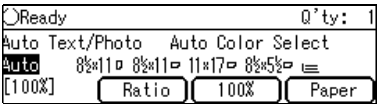
This mode automatically detects the areas of your original containing text or photographs. The text areas are copied using Text mode, and the photographs are copied with Photo mode.

Note

❒ There are 3 types of Photo mode:

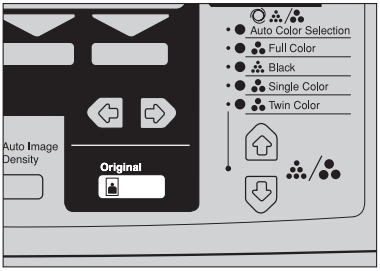
- **[Press Print]**:
  Use when copying photographs or pictures that are printed on paper (e.g. magazines).
- **[Glossy Photo]**:
  Use when copying developed photographs.
- **[2nd Generation]**:
  Use when copying copies or originals generated by printers.

1 **Make sure that the [Auto Text/Photo] appears on the display.**

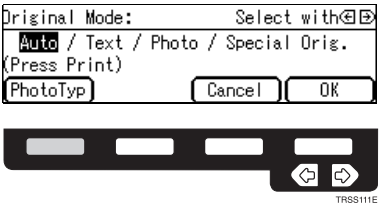


2

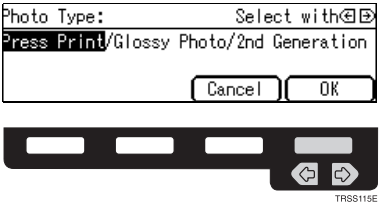
2 **Press the 【Original】 key.**



3 **Press the [Photo Typ] key.**



4 **Select the photo type with the ◀▶ keys. Then press the [OK] key.**



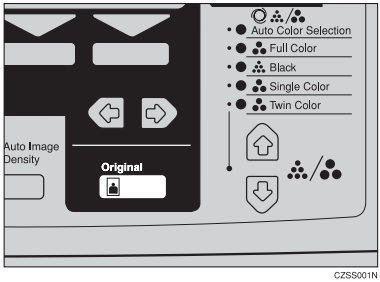
5 **Press the [OK] key.**

6 **Set your originals, then press the 【Start】 key.**

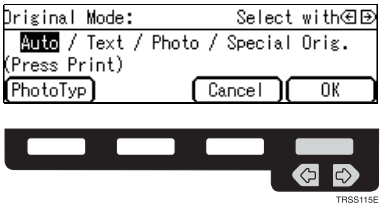
Text mode

This mode is suitable for copying originals consisting of characters, line diagrams, and letter, but not photograph images.

1 **Press the 【Original】 key.**



2 **Select [Text] with the ◀▶ keys. Then press the [OK] key.**



3 **Set your originals, then press the 【Start】 key.**

Photo mode

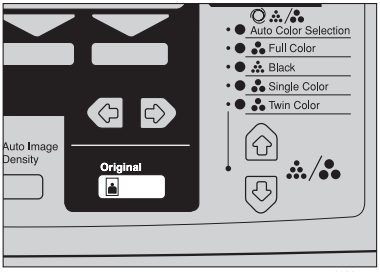
This mode is suitable for copying originals consisting of pictures, photographs, and screened letters/areas, but not solid letters.

Note

❒ There are 3 types of Photo mode:

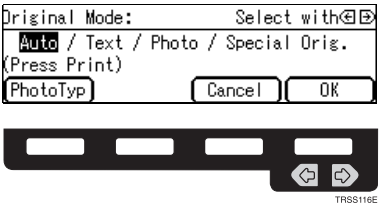
- **[Press Print]**:
  Use when copying photographs or pictures that are printed on paper (e.g. magazines).
- **[Glossy Photo]**:
  Use when copying developed photographs.
- **[2nd Generation]**:
  Use when copying copies or originals generated by printers.

1 **Press the 【Original】 key.**



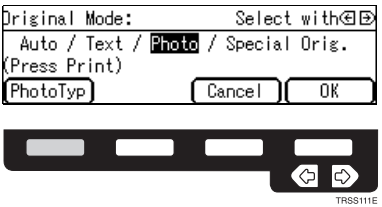
CZSS001N

2 **Select [Photo] with the ◀▶ keys.**



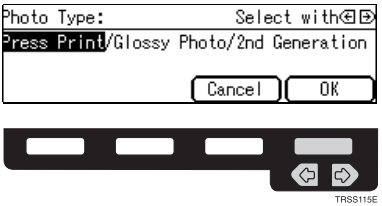
TRSS116E

3 **Press the [Photo Typ] key.**



TRSS111E

4 **Select the photo type with the ◀▶ keys. Then press the [OK] key.**



TRSS115E

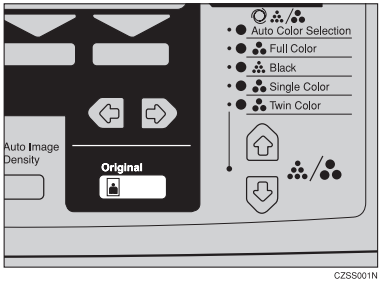
5 **Press the [OK] key.**

6 **Set your originals, then press the 【Start】 key.**

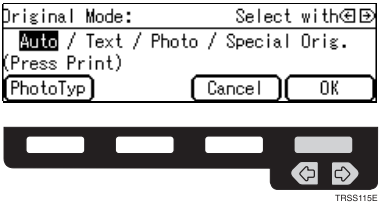
Special original mode

Use this function for originals written in highlight pen, originals printed from inkjet printers, or maps.

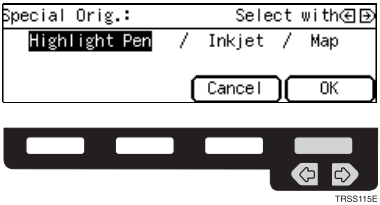
1 **Press the [Original] key.**



2 **Select [Special Orig.] with the ◀▶ keys. Then press the [OK] key.**



3 **Select the original type with the ◀▶ keys. Then press the [OK] key.**



4 **Set your originals, then press the [Start] key.**

Selecting the Copy Paper Size

Select a suitable size of copy paper based on the original size and the reproduction ratio.

Auto paper select

2

The machine automatically selects a suitable size of copy paper based on the original size and the reproduction ratio.

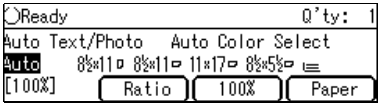
Reference

Regarding functions that cannot be used together with this function, ⇒ P.105 *"Combination Chart"*.

Note

❒ Sizes of certain originals might not be detected depending on the original size and type. In this case, select the size manually.

1 Make sure that the [Auto] is selected on the display.



Manual paper select

You can select the copy paper manually.

1 Select the copy paper with the ◀▶ keys.

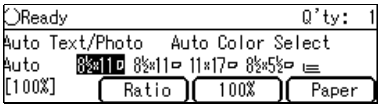


Image Rotation

If the direction in which your original is set (landscape or portrait) is different from that of the paper you are copying onto, this function rotates the original image by 90° and fits it on the copy paper. This function works when Auto Paper Select or Auto Reduce/Enlarge is selected. ⇒ P.140 *"General features"*

Note

❒ The following functions cannot be used.

- Book → 1 Sided
- OHP Slip Sheet

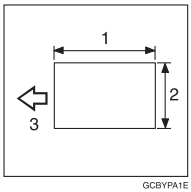
Copying from the Bypass Tray

Use the bypass tray to copy onto thick paper, adhesive labels, OHP transparencies, or custom size paper. Also use the bypass tray to copy onto the reverse side of paper that has already been copied onto.

Note

❒ The following limitations apply:

<table>
<tr><td rowspan="4">Acceptable paper types</td><td colspan="2">Normal paper (52 - 105g/m^2, 14 - 28 lb)
Thick paper (105 - 160g/m^2, 28 - 43 lb)
Post cards
OHP transparencies
Adhesive labels
Translucent paper</td></tr>
<tr><td>Standard size</td><td>Metric version:
▭: A3, B4, A4, B5, A5, B6, A6, 12" × 18", 11" × 17"
▯: A4, B5, A5, 8$^1/_2$" × 11"

Inch version:
▭: 12" × 18", 11" × 17", 10" × 14", 8" × 13", 8$^1/_2$" × 11", 5$^1/_2$" × 8$^1/_2$"
▯: 8$^1/_2$" × 11", 5$^1/_2$" × 8$^1/_2$"</td></tr>
<tr><td>Custom size
 

1: Horizontal
2: Vertical
3: Feed direction</td><td>Metric version:
Vertical: 100 - 305mm (in 1mm steps)
Horizontal: 140 - 457mm (in 1mm steps)

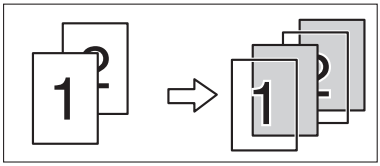
Inch version:
Vertical: 3.9" - 12.0" (in 0.1" steps)
Horizontal: 5.5" - 18.0" (in 0.1" steps)</td></tr>
<tr><td>Number of sheets that can be set at one time</td><td colspan="2">Normal paper: 50 sheets
Thick paper, OHP transparencies: 30 sheets (smaller than 8" × 13"), 15 sheets (8" × 13" or larger)
Adhesive labels: 30 sheets
Translucent paper: 50 sheets
Post cards: 25 sheets</td></tr>
</table>

❒ Select one of the following settings or keys:

- **[Normal]**: normal paper
- **[Thick]**: thick paper, post cards, adhesive labels, translucent paper
- **[OHP]**: OHP transparencies
- **[Duplex]**: Use for copying onto the reverse side of paper that has been already copied onto. ⇒ P.49 *"Copying onto the reverse side of paper"*.
- **[Duplex Thick]**: Use for copying onto the reverse side of thick paper (105-160g/m^2, 28-43 lb) that has been copied onto. ⇒ P.49 *"Copying onto the reverse side of paper"*.
- **[Custom]**: Use to specify a custom sized. ⇒ P.45 *"Copying onto custom size paper with the bypass tray"*.

❒ If the copy paper is bent, correct it before setting paper in the bypass tray. If the bend is not corrected, a paper misfeed might occur.

❒ When you copy onto OHP transparencies, you can select whether a blank slip sheet is inserted between OHP transparencies.



GCHYOH1E

❒ When you set several sheets at a time, fan them to get air between them before loading.

❒ If the copy paper is curled, gently roll it to remove the curl.

❒ When you copy onto OHP transparencies, insert them with the copy side up.

❒ Do not stack copy paper above the limit mark.

❒ When setting custom size paper, be sure to set the size after pressing the **[Custom]** key.

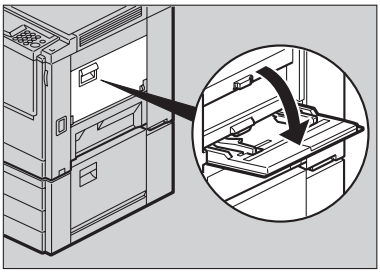
Copying onto standard size paper with the bypass tray

Note

❒ When you copy onto the reverse side of paper that has been already copied onto, ⇒ P.49 *"Copying onto the reverse side of paper"*.

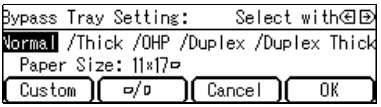
2

1 **Open the bypass tray.**



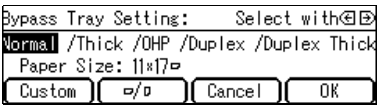
TRSH040E

2 **Select [Normal], [Thick] or [OHP] with the ◀▶ keys.**



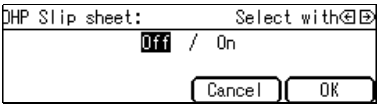
TRSS116E

3 **Press the [▭/▯] key to select the paper direction.**



TRSS112E

4 **If you selected [OHP] in step 2, press the [OK] key then select whether blank slip sheets are inserted between OHP transparencies with the ◀▶ keys.**



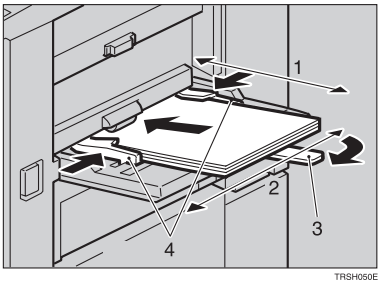
TRSS116E

Note

❒ If you select **[On]**, make sure that the paper for slip sheets is identical in size and direction to the OHP transparencies set in the paper tray.

5 **Press the [OK] key.**

6 **Adjust the paper guides to the paper size.**



1. **Horizontal size**

2. **Vertical size**

3. **Extender**

4. **Paper guides**

Note

❒ Make sure the paper size and direction in the bypass tray is displayed on the operation panel.

❒ Make sure that the paper guides match the paper size. If the paper guides are not adjusted to the paper size properly, paper might be skewed or paper misfeed might occur.

❒ With large copy paper (more than A4□, $8^1/_2$" × 11"□), swing out the extender.

7 **With the side you wish to copy onto face up, insert the paper into the bypass tray until it stops.**

8 **Set your originals, then press the 【Start】 key.**

Copying onto custom size paper with the bypass tray

Preparation

You can register custom paper sizes you use often in keys **[Custom1]**, **[Custom2]**, and **[Custom3]** with the user tools. ⇒ P.135 *"System settings"*.

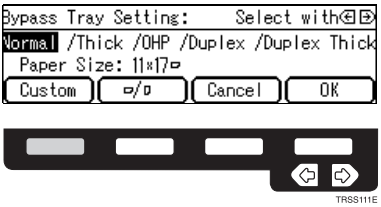
Note

❒ Be sure to set the paper size or a paper misfeed might occur.

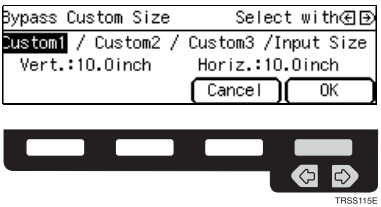
1 **Open the bypass tray.**

2 **Select one of desired paper types or settings with the ◀▶ keys.**

3 **Press the [Custom] key.**



4 **Select [Custom1], [Custom2], [Custom3] or [Input Size] with the ◀▶ keys. Then press the [OK] key.**



Note

❒ If you selected **[Custom1]**, **[Custom2]** or **[Custom3]**, go to step **8**.

5 **If you selected [Input Size] in step 4, enter the vertical paper size with the number keys, then press the ▶ or [#] key.**

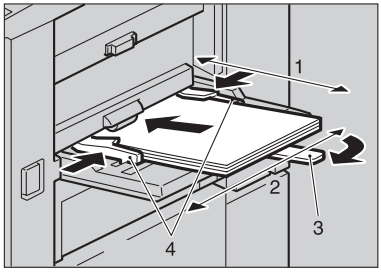
Note

❒ To change the value entered, press the **【Clear/Stop】** key and enter the new value.

6 **Enter the horizontal paper size with the number keys, then press the [OK] key.**

7 **Press the [OK] key.**

8 **Adjust the paper guides to the paper size.**



1. **Horizontal size**
2. **Vertical size**
3. **Extender**
4. **Paper guides**

Note

❒ Make sure that the paper guides match the paper size. If the paper guides are not adjusted to the paper size properly, paper might be skewed or paper misfeed might occur.

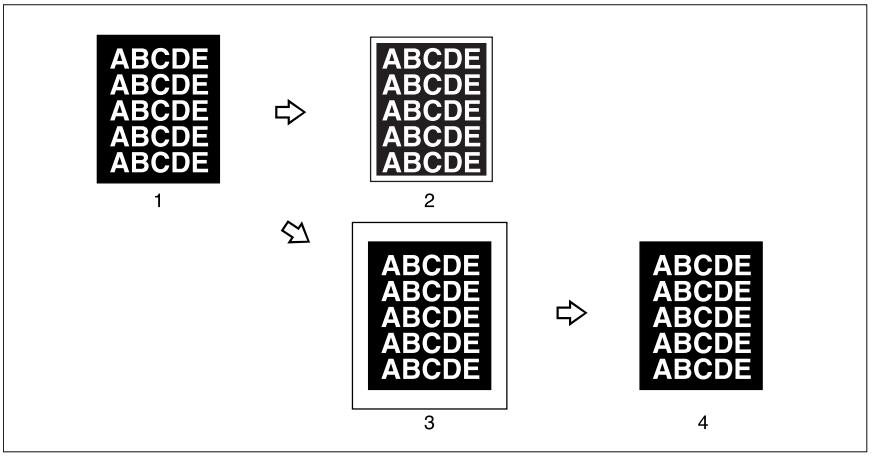
9 **With the side you wish to copy onto face up, insert the paper into the bypass tray.**

10 **Set your originals, then press the [Start] key.**

Making A3, 11" × 17" full bleed copies

By sliding the paper guides of the bypass tray to greater than A3 (11") size, A3, 11" × 17" full bleed copying mode is automatically selected.

In this mode, you can make A3, 11" × 17" full bleed copies with 12" × 18" paper. This is useful for making A3, 11" × 17" size copies with a colored background (e.g. catalogues).



GCBLEE0E

1. **A3, 11" × 17" size Original**

2. **In standard copy mode, margins appear on copies**

3. **12" × 18" Full Bleed Copy**

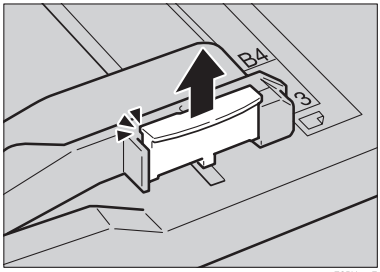
4. **Cut around the margins to produce a full image**

Note

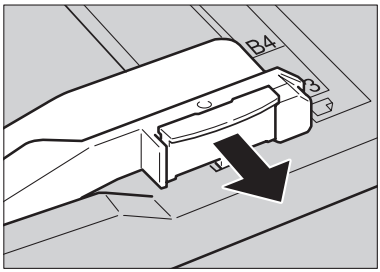
- ❒ This function can be used with 12" × 18" paper.
- ❒ When A3, 11" × 17" full bleed copying mode is selected, the paper direction is automatically changed to widthwise ▭.
- ❒ When A3, 11" × 17" full bleed copying is made, the original image is copied onto the center.

By sliding the paper guides of the bypass tray, the machine enters A3, 11" × 17" full bleed copying mode automatically.

1 **Pull up the tab.**



2 **Leaving the tab up, slide the paper guides until they stop.**



Note

❒ Make sure that the paper guides match the paper size.

❒ Be sure to return the tab to its original position before you close the bypass tray. If you do not return it correctly, the bypass tray might not close properly.

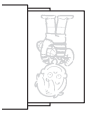
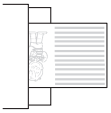
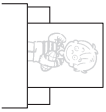
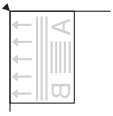
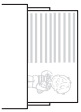
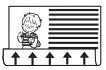
Copying onto the reverse side of paper

You can copy onto the reverse side of paper that has been already copied onto.

Note

❒ If you want to copy onto thick paper (105-160g/m^2, 28-43 lb), select **[Duplex Thick]**.

❒ Make sure that you set your original and the copy paper in the correct direction to achieve the results you require.

Original set on the exposure glass	Copy paper set on the bypass tray	Copies
		
GCMRYO2E		
		
GCMRYO4E		
		
GCMRYO1E		
		
GCMRYO3E		

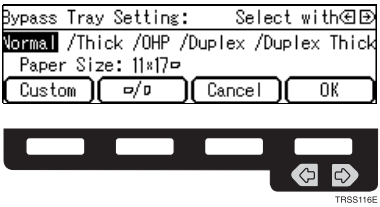
❒ You cannot use this function for OHP transparencies, translucent paper, adhesive labels and postcards.

❒ Do not use copy paper that has been already copied onto by other machines.

❒ If the copy paper is bent, correct it before setting paper in the bypass tray. If the bend is not corrected, a paper misfeed might occur.

1 Open the bypass tray.

2 **Select [Duplex], or [Duplex Thick] with the ◀▶ keys.**



Note

❒ To copy onto custom size paper, press the **[Custom]** key and select or enter the size. For details, ⇒ P.45 *"Copying onto custom size paper with the bypass tray"*.

3 **Press the [OK] key.**

4 **Adjust the paper guides to the paper size.**

Note

❒ Make sure that the paper guides match the paper size. If the paper guides are not adjusted to the paper size properly, paper might be skewed or paper misfeeds might occur.

5 **Insert the paper into the bypass tray.**

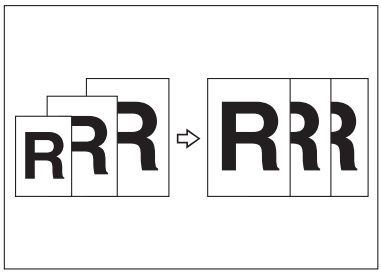
Note

❒ Make sure that front side (the side that has been copied onto) faces down.

6 **Set your originals, then press the [Start] key.**

Auto Reduce/Enlarge

The machine can select the proper reproduction ratio based on the selected paper size and the original size.



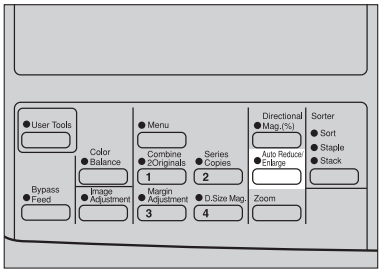
Note

❒ Regarding functions that cannot be used together with this function, ⇒ P.105 *"Combination Chart"*.

Example:

- Metric version: original: A3□, copy paper: A4□
- Inch version: original: 11" × 17"□, copy paper: $8^1/_2$" × 11"□

1 **Press the [Auto Reduce/Enlarge] key.**



2 **Set your originals.**

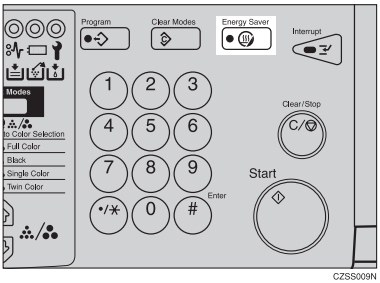
3 **Choose your copy paper size (e.g. A4□, $8^1/_2$" × 11"□).**

4 **Press the【Start】key. The original image is enlarged or reduced to fit the selected copy paper.**

Energy Saver Mode

If you do not operate the machine for a certain period after copying, or when you press and hold the【Energy Saver】key for more than one second, the display goes blank and the machine enters Energy Saver mode. When you press the【Energy Saver】key again, when the originals are set in the document feeder, or when the platen cover or document feeder is opened, the machine returns to the ready condition. In Energy Saver mode, the machine uses less electricity.

1 **Hold down the【Energy Saver】key more than one second to enter Energy Saver mode.**



Note

❒ To exit this mode, press the【Energy Saver】key again.

Auto Off Mode

This machine automatically turns itself off 60 minutes after the last copy or print job has finished. If you wish to make copies when the machine is in Auto Off mode, press the operation switch.

Reference

For how to change the default interval that the machine waits before entering Auto Off mode, see "Auto Timer" ⇒ P.135 *"System settings"*.

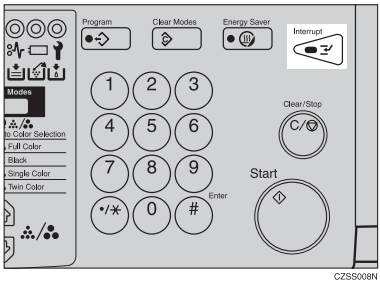
Interrupt Copying

Use the 【Interrupt】 key to interrupt a multicopy run and make urgently needed copies.

Reference

Regarding functions that cannot be used together with this function, ⇒ P.105 *"Combination Chart"*.

1 Press the 【Interrupt】 key. The machine will stop the copy run and store the present settings in memory before returning to the ready condition.



2 Remove the previous originals. Set your originals for interrupt copying on the exposure glass or in the document feeder.

3 Make your copies.

4 After interrupt copying is completed, press the 【Interrupt】 key again. The machine will recall the previous copy settings.

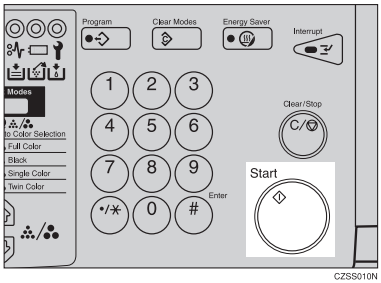
5 Reset the previous originals and press the 【Start】 key to resume the previous run.

Auto Start

If you press the【Start】key during the warm-up period, the【Start】key will blink and the machine will start copying after the warm-up period.

1 **Set your copy settings during the warm-up period.**

2 **Press the【Start】key.**



Note

❒ To cancel Auto Start, press the【Clear/Stop】key.

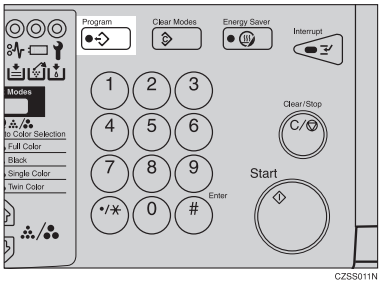
Program

You can store up to five frequently used copy job settings in machine memory and recall them for future use.

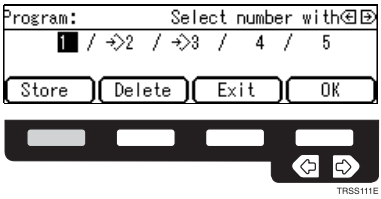
Storing your settings

1 **Set the copy settings you want to put into memory.**

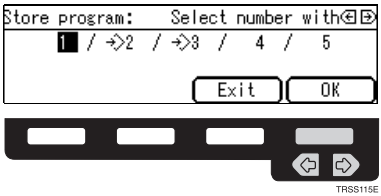
2 **Press the【Program】key.**



3 **Press the [Store] key.**



4 **Select the program number you want to store the settings in with the ◀▶ keys. Then press the [OK] key.**

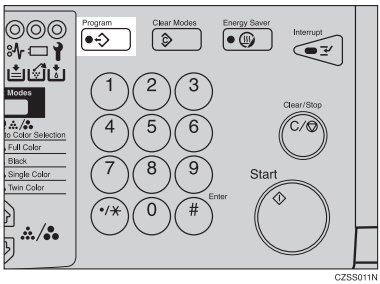


Note

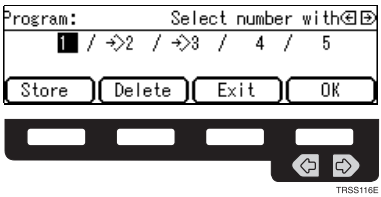
❒ If this program number is already used, the machine asks whether you wish to overwrite it or not. Press the **[Yes]** or **[No]** key.

Recalling your settings

1 **Press the [Program] key.**



2 **Select the program number you want to recall with the ◀▶ keys.**



Note

❒ Only programs with → contain a program.

3 **Press the [OK] key.**

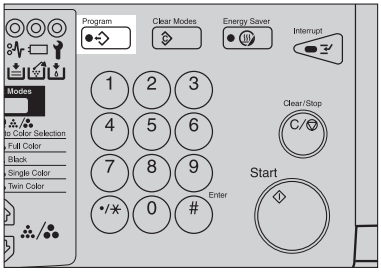
The stored settings are displayed.

4 **Set your originals, then press the 【Start】 key.**

Deleting a program

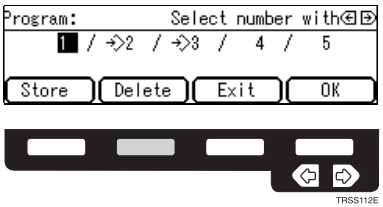
2

1 **Press the 【Program】 key.**



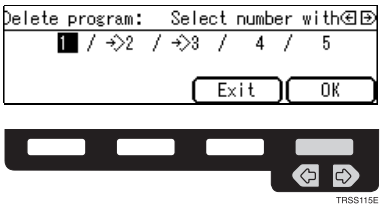
CZSS011N

2 **Press the [Delete] key.**



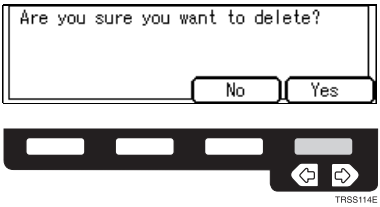
TRSS112E

3 **Select the program number that contains the program you wish to delete with the ◀▶ keys. Then press the [OK] key.**



TRSS115E

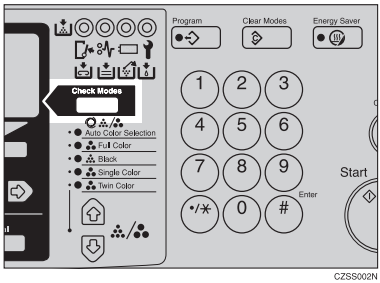
4 **Press the [Yes] key.**



5 **Press the [Exit] key.**

Check Modes

By pressing the 【Check Modes】 key, you can see at a glance the modes you have selected.



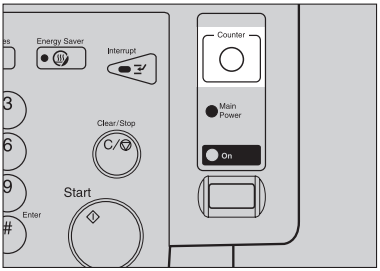
Note

❒ You can check the following modes:

- Book → 1 Sided
- 2 Sided → 1 Sided
- Combine 2 Originals
- Margin Adjustment
- Centering
- Cover
- Color Conversion
- Color Erase
- Mirror
- Positive/Negative
- Bypass Feed Copying

Counter

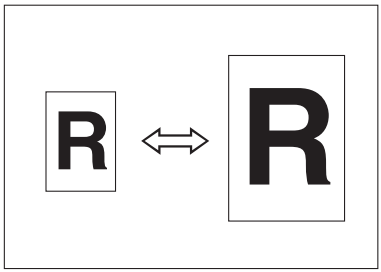
By pressing the【**Counter**】key, you can check the machine's counter.



TRSS320N

Reduce/Enlarge

Preset R/E



GCTHEN1E

Reference

Regarding functions that cannot be used together with this function, ⇒ P.105 *"Combination Chart"*.

Note

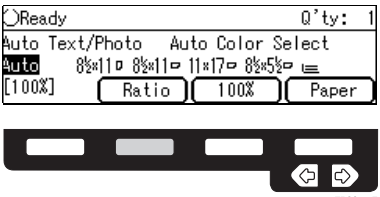
❒ You can add up to two preset ratios with the user tools. ⇒ P.140 *"General features"*.

❒ You can select a ratio regardless of the size of an original or copy paper. With some ratios, parts of the image might not be copied or margins will appear on copies.

❒ To return to 100%, press the **[100%]** key.

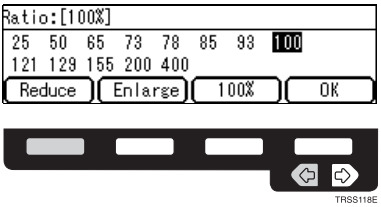
Reducing

1 **Press the [Ratio] key.**



TRSS112E

2 Press the [Reduce] or ◀ key to select the reducing ratio.

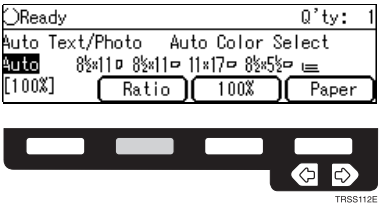


3 Press the [OK] key.

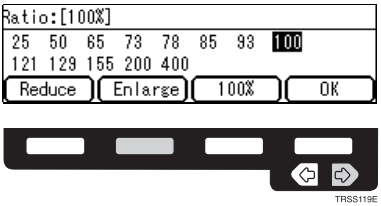
4 Set your originals, then press the 【Start】 key.

Enlarging

1 Press the [Ratio] key.



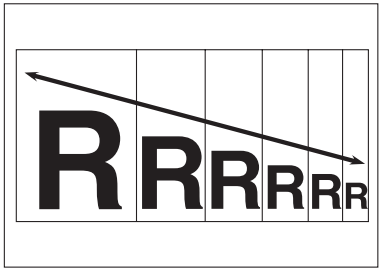
2 Press the [Enlarge] or ▶ key to select the enlarging ratio.



3 Press the [OK] key.

4 Set your originals, then press the 【Start】 key.

Zoom



GCZOOM1E

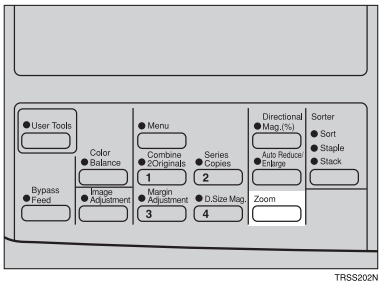
You can change the reproduction ratio from 25% to 400% in 1% steps.

Note

- ❒ You can select a ratio regardless of the size of an original or copy paper. With some ratios, parts of the image might not be copied or blank margins will appear on copies.
- ❒ To return to 100%, press the **[100%]** key.
- ❒ You can select a preset ratio which is near the desired ratio, then press the **【Zoom】** key and adjust the ratio with the **[+]** or **[-]** key.
- ❒ There are two ways to set the ratios.

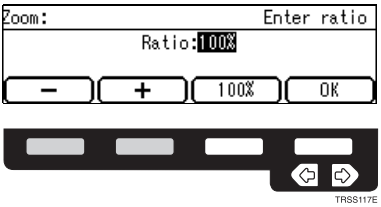
Using the [-] and [+] keys

1 **Press the 【Zoom】 key.**



TRSS202N

2 Adjust the reproduction ratio with the [+] or [-] key.

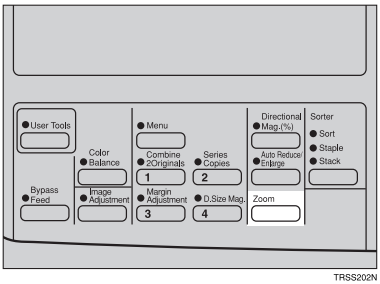


3 Press the [OK] key.

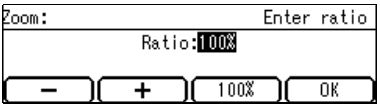
4 Set your originals, then press the 【Start】 key.

Using the number keys

1 Press the 【Zoom】 key.



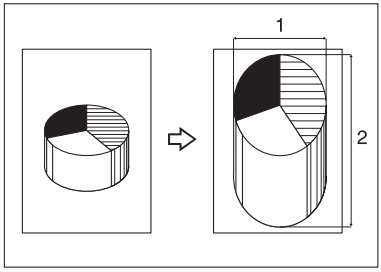
2 Enter the reproduction ratio with the number keys.



3 Press the [OK] key.

4 Set your originals, then press the 【Start】 key.

Directional Magnification (%)



1. **Horizontal %**

2. **Vertical %**

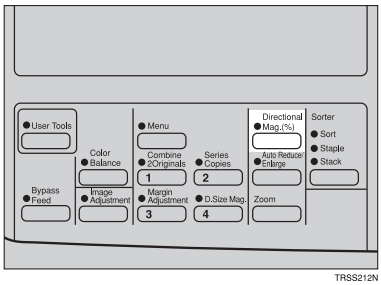
Copies can be reduced or enlarged at different reproduction ratios horizontally and vertically.

Note

❒ You can select the ratio from 25% to 400%.

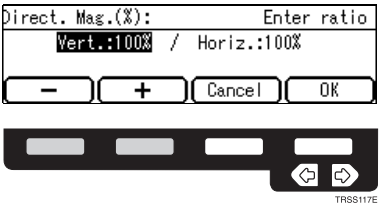
❒ You can select a ratio regardless of the size of an original or copy paper. With some ratio, parts of the image will not be copied or blank margins will appear on copies.

1 **Press the 【Directional Mag.(%)】 key.**



2

2 **Enter the vertical ratio with the number keys, or the [+][-] keys.**

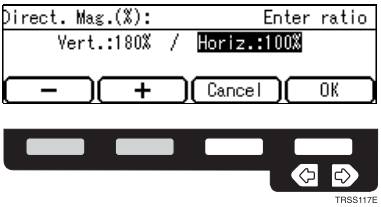


Note

❒ To change the ratio entered, press the 【Clear/Stop】 key and enter the new ratio.

3 **Press the ⏩ or [#] key.**

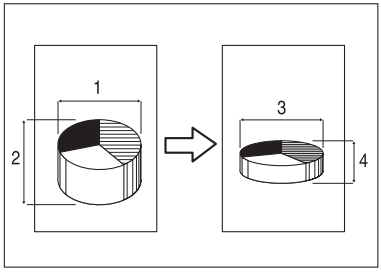
4 **Enter the horizontal ratio with the number keys or the [+][-] keys.**



5 **Press the [OK] key.**

6 **Set your originals, then press the 【Start】 key.**

Directional Size Magnification (inch)



GCDHEN2E

1. **Horizontal original size**

2. **Vertical original size**

3. **Horizontal copy size**

4. **Vertical copy size**

The suitable reproduction ratios will be automatically selected when you enter the horizontal and vertical lengths of the original and copy image you want.

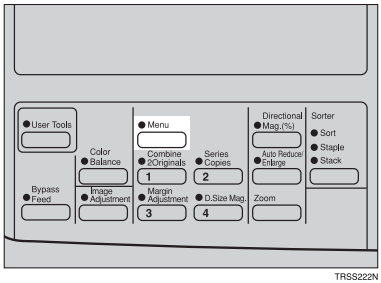
Note

❒ You can enter sizes within the following ranges:

Metric Version	1 - 999mm (in 1mm steps)
Inch Version	0.1" - 99.9" (in 0.1" steps)

❒ If the calculated ratio is over the maximum or under the minimum ratio, it is corrected within the range of the ratio automatically. However, with some ratios, parts of the image might not be copied or blank margins will appear on copies.

1 **Press the 【Menu】 key.**

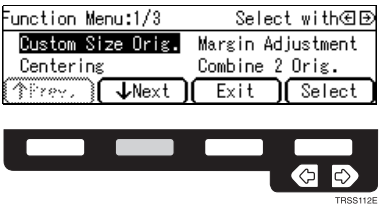


TRSS222N

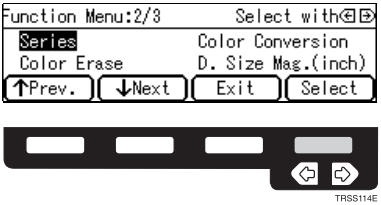
Note

❒ If you have assigned the Directional Size Magnification (inch) function to one of the 【Favorite】 keys, press it and go to step 4. To assign a function to the 【Favorite】 keys, ⇒ P.147 *"Set favorite keys"*.

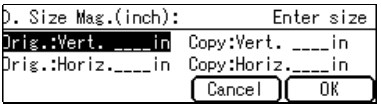
2 **Press the [↓Next] key until [D. Size Mag. (inch)] is displayed.**



3 **Select [D. Size Mag. (inch)] with the ◀▶ keys, then press the [Select] key.**



4 **Enter the vertical original size with the number keys, then press the ▶ or [#] key.**

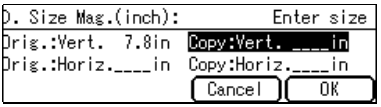


Note

❒ To change the value entered:

- If you have not pressed the ▶ or **[#]** key yet, press the 【Clear】 key and enter a new value.
- If you have already pressed the ▶ or **[#]** key, select **[Orig.:Vert.]** with the ◀▶ key and enter the new value.

5 **Enter the vertical copy paper size with the number keys, then press the ▶ or [#] key.**



Note

❒ If you press the **[OK]** key after entering the vertical original and paper sizes, the horizontal ratio will become same as the vertical ratio automatically.

6 **Enter the horizontal original size with the number keys, then press the ➧ or [#] key.**

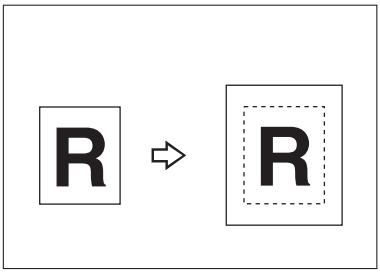
7 **Enter the horizontal copy paper size with the number keys, then press the [#] key.**

8 **Press the [OK] key.**

9 **Set your originals, then press the 【Start】 key.**

Shifting the Image

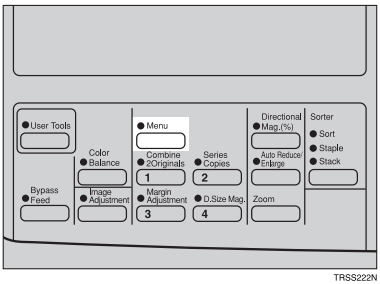
Centering



GCIDOH1E

You can move the image to the center. This function is convenient when the copy paper is larger than the original.

1 **Press the 【Menu】 key.**

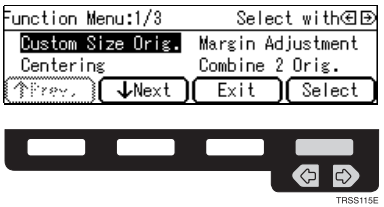


TRSS222N

Note

❒ If you have assigned the Centering function to one of the 【**Favorite**】 keys, press it and go to step **4**. To assign a function to the 【**Favorite**】 keys, ⇒ P.147 *"Set favorite keys"*.

2 **Select [Centering] with the ◀▶ keys. Then press the [Select] key.**



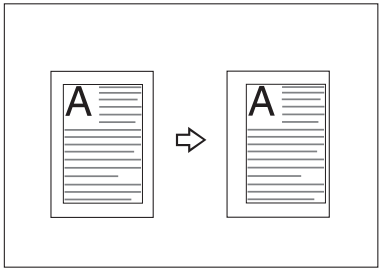
TRSS115E

3 **Press the [Exit] key.**

4 **Select the copy paper size.**

5 **Set your originals, then press the [Start] key.**

Margin Adjustment



You can make a margin by shifting the image to the left or right. This function is convenient when you want to bind copies.

Note

❒ You can change the width of the binding margin as follows.

Metric Version	0 - 20mm (in 1mm steps)
Inch Version	0" - 0.8" (in 0.1" steps)

❒ The margin width default is as follows. You can change this default setting with the user tools. ⇒ P.140 *"General features"*.

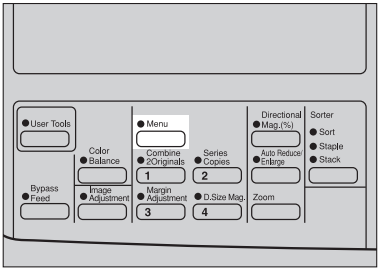
Metric Version	10mm Left
Inch Version	0.4" Left

❒ If you set too wide a margin, areas you do not want to delete might be erased.

Reference

Regarding function that cannot be used together with this function, ⇒ P.105 *"Combination Chart"*.

1 **Press the 【Menu】 key.**

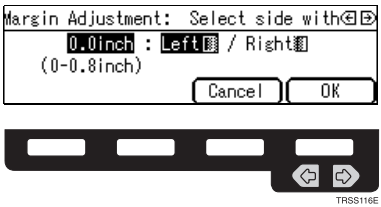


Note

❒ If you have assigned the Margin Adjustment function to one of the 【Favorite】 keys, press it and go to step **3**. To assign a function to the 【Favorite】 keys, ⇒ P.147 *"Set favorite keys"*.

2 **Select [Margin Adjustment] with the ◀▶ keys. Then press the [Select] key.**

3 **Select [Left] (left margin) or [Right] (right margin) with the ◀▶ keys. Then enter the desired margin width with the number keys.**



Note

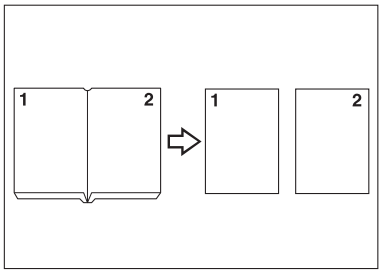
❒ To change the value entered, press the 【Clear/Stop】 key and enter the new value.

4 **Press the [OK] key.**

5 **Set your originals, then press the 【Start】 key.**

Series Copies

Book → 1 Sided



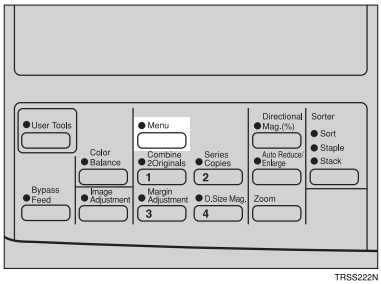
GCSEPR1E

This function makes one-sided copies from two facing pages of bound (book) originals.

Reference

Regarding functions that cannot be used together with this function, ⇒ P.105 *"Combination Chart"*.

1 **Press the 【Menu】 key.**



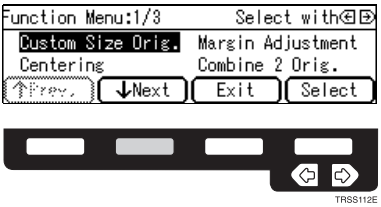
TRSS222N

Note

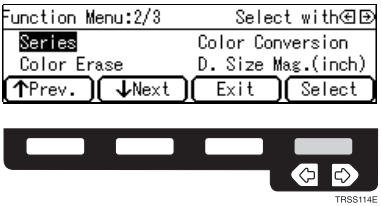
❒ If you have assigned the Series Copies function to one of the 【Favorite】 keys, press it and go to step **4**. To assign a function to the 【Favorite】 keys, ⇒ P.147 *"Set favorite keys"*.

2

2 **Press the [↓Next] key until [Series] is displayed.**



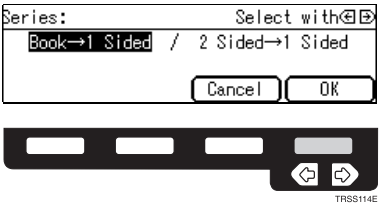
3 **Make sure that [Series] is selected, then press the [Select] key.**



Note

❒ If your machine do not have the document feeder, go to step **5**.

4 **Make sure that [Book → 1 Sided] is selected, then press the [OK] key.**

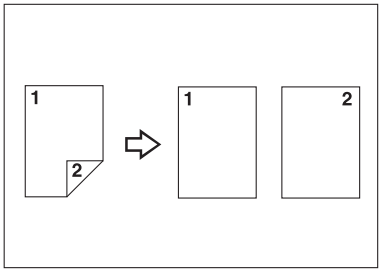


5 **Select the copy paper size.**

6 **Set your originals, then press the 【Start】 key.**

2 Sided → 1 Sided

The optional document feeder is required to use this function.

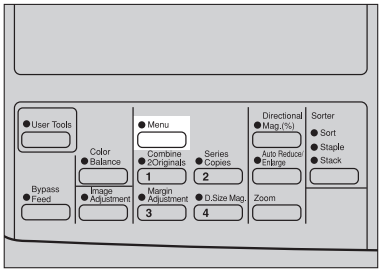


GCSEPR2E

Reference

Regarding functions that cannot be used together with this function, ⇒ P.105 *"Combination Chart"*.

1 **Press the 【Menu】 key.**

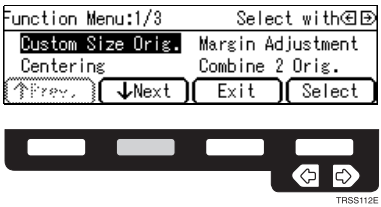


TRSS222N

Note

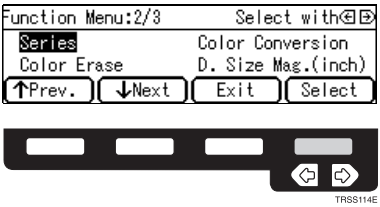
❒ If you have assigned the Series Copies function to one of the 【Favorite】 keys, press it and go to step **4**. To assign a function to the 【Favorite】 keys, ⇒ P.147 *"Set favorite keys"*.

2 **Press the [↓Next] key until [Series] is displayed.**

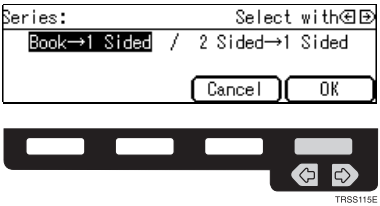


TRSS112E

3 **Make sure that [Series] is selected, then press the [Select] key.**



4 **Select [2 Sided→1 Sided] with the ◀▶ keys, then press the [OK] key.**

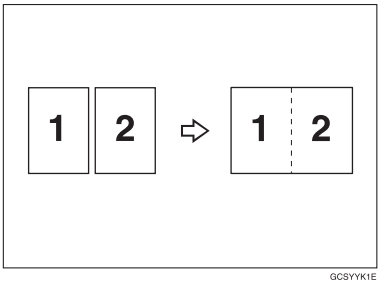


5 **Select the copy paper size.**

6 **Set your originals in the document feeder, then press the [Start] key.**

Combine 2 Originals

The optional document feeder is required to use this function.



This function automatically combines 2 one-sided originals onto one copy.

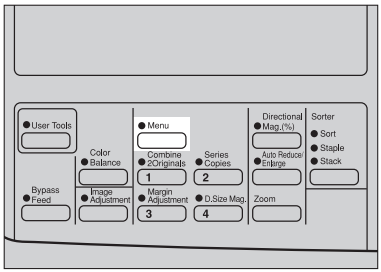
Note

- ❒ You cannot use the bypass tray with this function.
- ❒ If the original size and direction is set differently, you cannot use the Combine 2 Originals function.
- ❒ When you use the Combine 2 Originals function, Auto Reduce/Enlarge is selected automatically.

Reference

Regarding functions that cannot be used together with this function, ⇒ P.105 *"Combination Chart"*.

1 **Press the 【Menu】 key.**



TRSS222N

Note

❒ If you have assigned the Combine 2 Originals function to one of the 【Favorite】 keys, press it and go to step **3**. To assign a function to the 【Favorite】 keys, ⇒ P.147 *"Set favorite keys"*.

2 **Select [Combine 2 Orig.] with the ◀▶ keys, then press the [Select] key.**

TRSS115E

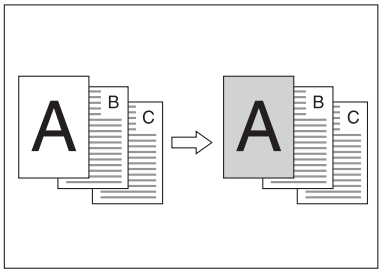
3 **Select the copy paper size.**

4 **Set your originals in the document feeder, then press the 【Start】 key.**

Cover Sheet

Front Cover

The optional document feeder is required to use this function.



GCHYOS1E

Note

❒ The cover sheets should be identical in size and direction with the copy paper.

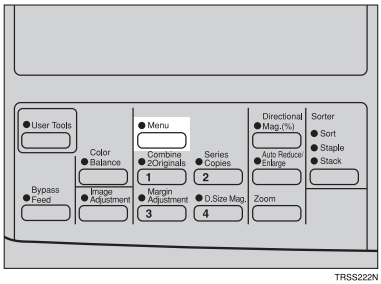
❒ The cover sheets should be fed from the bypass tray.

❒ The covers are copied in Thick Paper mode.

Reference

Regarding functions that cannot be used together with this function, ⇒ P.105 *"Combination Chart"*.

1 **Press the 【Menu】 key.**



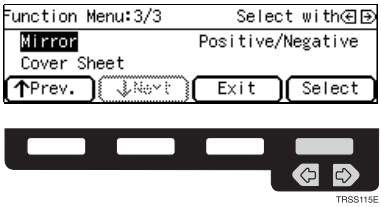
TRSS222N

Note

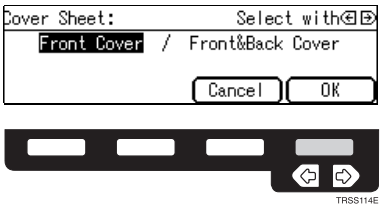
❒ If you have assigned the Cover Sheet function to one of the 【**Favorite**】 keys, press it and go to step **4**. To assign a function to the 【**Favorite**】 keys, ⇒ P.147 *"Set favorite keys"*.

2 **Press the [↓Next] key until [Cover Sheet] is displayed.**

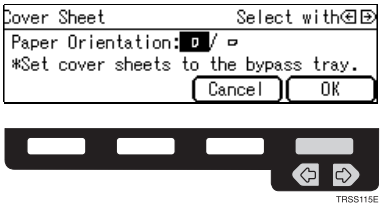
3 **Select [Cover Sheet] with the ◀▶ keys, then press the [Select] key.**



4 **Make sure that [Front Cover] is selected, then press the [OK] key.**



5 **Select orientation of the copy paper and cover sheets with the ◀▶ keys, then press the [OK] key.**



6 **Set cover sheets into the bypass tray.**

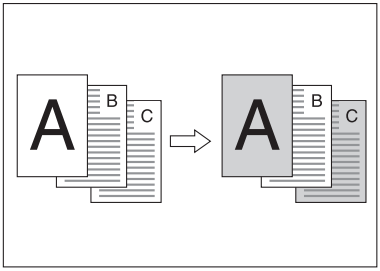
7 **Set your originals in the document feeder.**

8 **Press the 【Start】 key.**

Front & Back Covers

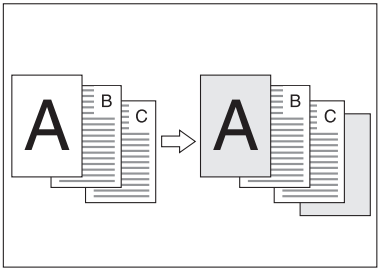
The optional document feeder is required to use this function.

❖ **Back Cover: Copy**



GCHYOS3E

❖ **Back Cover: Blank**



GCHYOS2E

Note

❒ You can specify whether to make a copy on a back cover sheet. If you select **[Copy]**, the last page will be copied on the back cover sheet. If you select **[Blank]**, a cover sheet will just be inserted after the last copy.

❒ The cover sheets should be identical in size and direction with the copy paper.

❒ The cover sheets should be fed from the bypass tray.

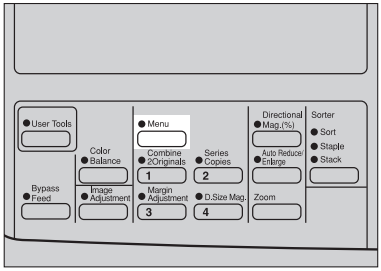
❒ The covers are copied in Thick Paper mode.

❒ If Blank Cover mode is selected, the back cover will not be counted as a copy.

Reference

Regarding functions that cannot be used together with this function, ⇒ P.105 *"Combination Chart"*.

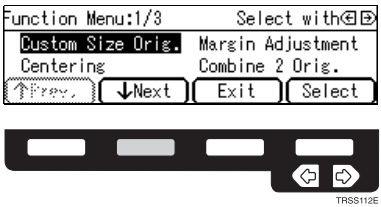
1 **Press the 【Menu】 key.**



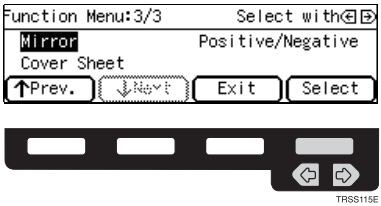
Note

❒ If you have assigned the Cover Sheet function to one of the 【Favorite】 keys, press it and go to step **4**. To assign a function to the 【Favorite】 keys, ⇒ P.147 *"Set favorite keys"*.

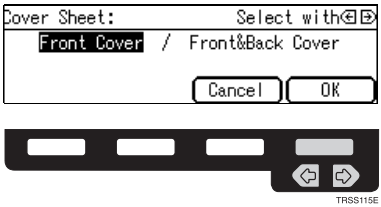
2 **Press the [↓Next] key until [Cover Sheet] is displayed.**



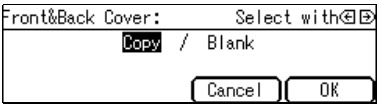
3 **Select [Cover Sheet] with the ◀▶ keys, then press the [Select] key.**



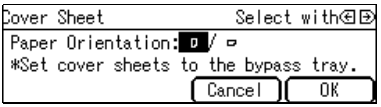
4 **Select [Front & Back Cover] with the ◀▶ keys, then press the [OK] key.**



5 **Specify whether to copy on back cover sheets with the ◀▶ keys, then press the [OK] key.**



6 **Select orientation of the copy paper and cover sheets with the ◀▶ keys, then press the [OK] key.**



7 **Set cover sheets into the bypass tray.**

8 **Set your originals in the document feeder.**

9 **Press the [Start] key.**

Color Creation

Color Conversion

This function converts a selected color of an original into a different color on the copy.

Note

❒ Up to 4 colors can be converted at one time.

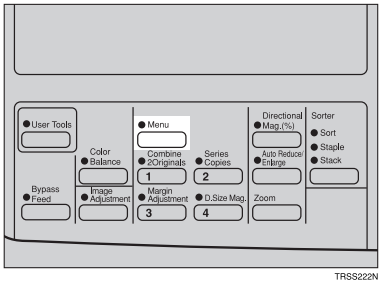
❒ Colors that can be converted: Red, Green, Blue, Yellow, Cyan, Magenta, Black, and White

❒ Colors you can convert to: Red, Green, Blue, Yellow, Cyan, Magenta, Yellow Green, Orange, Marine Blue, Beige, Pink, Purple, and Black

❒ This function can be made more or less sensitive to the color to be converted. It can be adjusted within five levels from "Narrow" to "Wide". ⇒ P.144 *"Image adjustment"*. For example, if red is selected as the color to be converted, "Narrow" will result in only red being converted, and "Wide" will result in other colors close to red being converted.

❒ This function can be used in Full Color mode.

1 **Press the 【Menu】 key.**

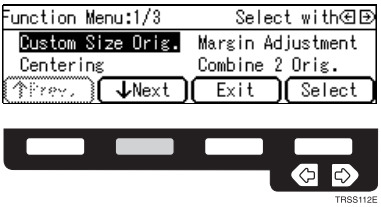


Note

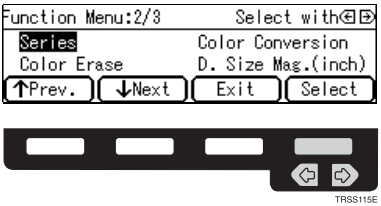
❒ If you have assigned the Color Conversion function to one of the 【Favorite】 keys, press it and go to step **4**. To assign a function to the 【Favorite】 keys, ⇒ P.147 *"Set favorite keys"*.

2

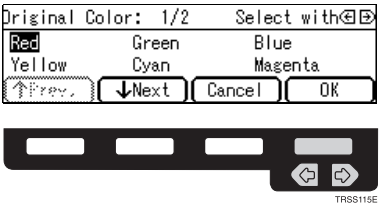
2 **Press the [↓Next] key until [Color Conversion] is displayed.**



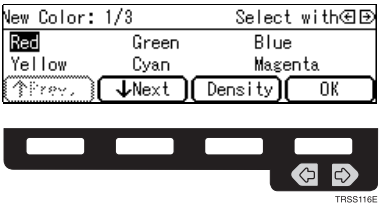
3 **Select [Color Conversion] with the ◁▷ keys, then press the [Select] key.**



4 **Select the original color (color to be converted) with the ◁▷ keys, then press the [OK] key.**

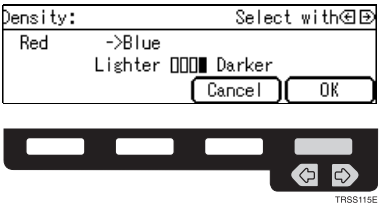


5 **Select the new color (color to convert to) with the ◁▷ keys.**



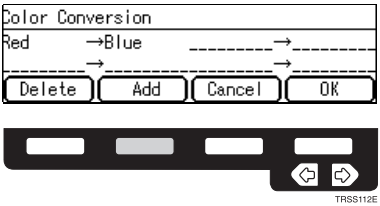
6 **If you want to select the color density level, press the [Density] key.**

7 **Select the level with the ◀▶ keys. Then press the [OK] key.**



8 **Press the [OK] key.**

9 **If you want to convert more than one color, press the [Add] key. Then repeat steps 4 to 8.**



Note

❒ Repeat step 9 until you have finished designating colors.

❒ If you pick the wrong color, press the **[Delete]** key.

10 **Press the [OK] key.**

11 **Set your originals, then press the 【Start】 key.**

Color Erase

This function erases a selected color from the original image.

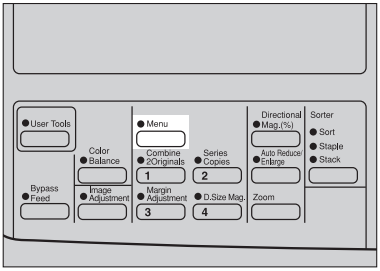
Note

❒ Up to 4 colors can be erased at one time.

❒ Colors that can be erased: Red, Green, Blue, Yellow, Cyan, Magenta, and Black

❒ This function can be made more or less sensitive to the color to be erased. It can be adjusted within five levels from "Narrow" to "Wide". ⇒ P.144 *"Image adjustment"*. For example, if red is selected as the color to be erased, "Narrow" will result in only red being, and "Wide" will result in other colors close to red being erased.

1 **Press the 【Menu】 key.**

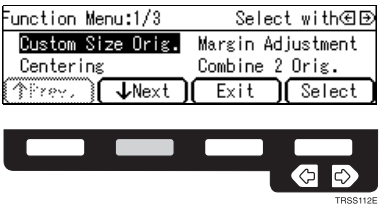


TRSS222N

Note

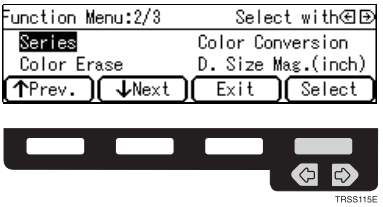
❒ If you have assigned the Color Erase function to one of the 【Favorite】 keys, press it and go to step **4**. To assign a function to the 【Favorite】 keys, ⇒ P.147 *"Set favorite keys"*.

2 **Press the [↓Next] key until [Color Erase] is displayed.**



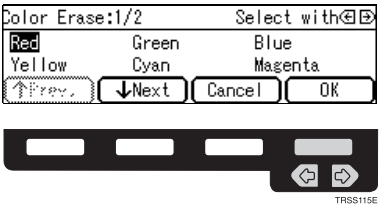
TRSS112E

3 **Select [Color Erase] with the ◀▶ keys, then press the [Select] key.**



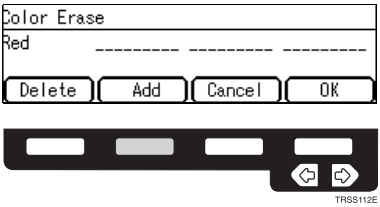
TRSS115E

4 **Select the color to be erased with the ◀▶ keys, then press the [OK] key.**



TRSS115E

5 **If you want to erase more than one color, press the [Add] key. Then repeat step 4.**



Note

❒ Repeat step 5 until you have finished designating colors.

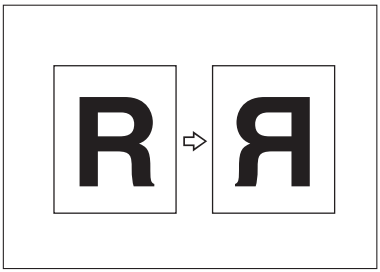
❒ If you pick the wrong color, press the **[Delete]** key.

6 **Press the [OK] key.**

7 **Set your originals, then press the 【Start】 key.**

Image Creation

Mirror

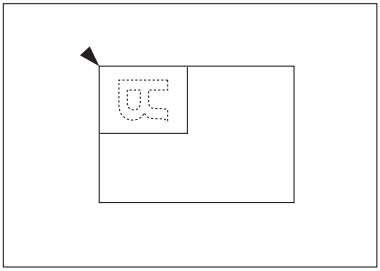


GCMILL1E

This function makes a mirror image copy of the original.

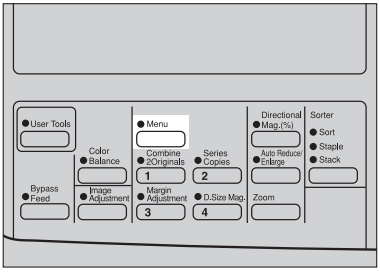
Note

❒ Set the original as below when setting on the exposure glass.



GCMILL2E

1 **Press the 【Menu】 key.**

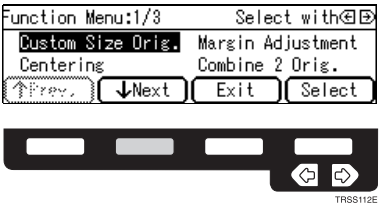


TRSS222N

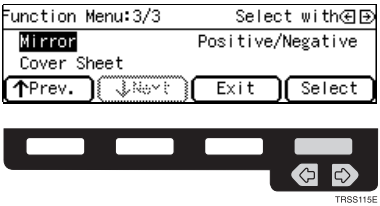
Note

❒ If you have assigned the Mirror function to one of the 【**Favorite**】 keys, press it and go to step **4**. To assign a function to the 【**Favorite**】 keys, ⇒ P.147 *"Set favorite keys"*.

2 **Press the [↓Next] key until [Mirror] is displayed.**

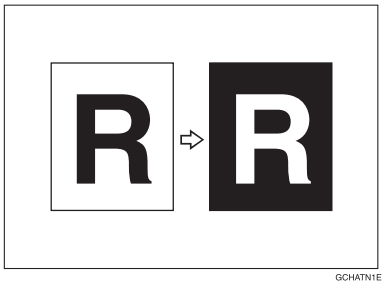


3 **Make sure that [Mirror] is selected, then press the [Select] key.**



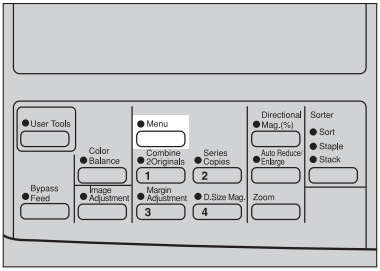
4 **Set your originals, then press the [Start] key.**

Positive/Negative



This function copies the original image in complementary colors. If you use a black and white original, black and white areas of the original are reversed.

1 **Press the 【Menu】 key.**

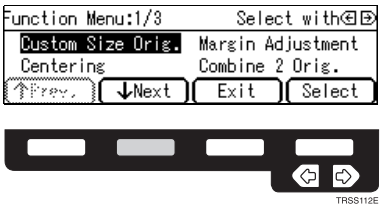


TRSS222N

Note

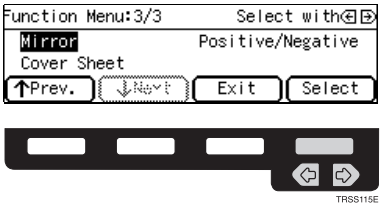
❒ If you have assigned the Positive/Negative function to one of the 【Favorite】 keys, press it and go to step **4**. To assign a function to the 【Favorite】 keys, ⇒ P.147 *"Set favorite keys"*.

2 **Press the [↓Next] key until [Positive/Negative] is displayed.**



TRSS112E

3 **Select [Positive/Negative] with the ◁▷ keys. Then press the [Select] key.**



TRSS115E

4 **Set your originals, then press the 【Start】 key.**

Finishing

Note

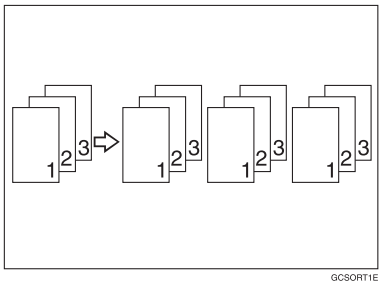
❒ To avoid problems caused by curled copies, try turning over the paper stack in the paper tray. If there is no improvement, change to copy paper with less curl.

Reference

Regarding functions that cannot be used together with this function, ⇒ P.105 *"Combination Chart"*.

Sort

The optional 20-bin sorter stapler, 10-bin sorter stapler, or 3-bin sorter is required to use this function.



One copy of each original is delivered to each bin and copies are collated into sets.

Note

❒ It is recommended to set originals in the document feeder with this function.

❒ For sorting, the following limitations apply:

	20-bin sorter stapler		10-bin sorter stapler	3-bin sorter	
	Normal paper mode	Thick paper mode		1st bin	2nd or 3rd bin
Maximum paper size	▭: A3, 12" × 18" ▯: A4, 8 1/2" × 11"	▭: A3, 12" × 18" ▯: A4, 8 1/2" × 11"	▭: A3, 11" × 17" ▯: A4, 8 1/2" × 11"	▭: A3, 12" × 18" ▯: A4, 8 1/2" × 11"	▭: A3, 12" × 18" ▯: A4, 8 1/2" × 11"
Minimum paper size	▭: B5, 8 1/2" × 11" ▯: B5, 8 1/2" × 11"	▭: B5, 8 1/2" × 11" ▯: B5, 8 1/2" × 11"	▭: B5, 8 1/2" × 11" ▯: B5, 8 1/2" × 11"	▭: A6, 5 1/2" × 8 1/2" ▯: A5, 8 1/2" × 11"	▭: A6, 5 1/2" × 8 1/2" ▯: A5, 8 1/2" × 11"
Maximum paper capacity of bins (80g/m², 20 lb)	A4, 8 1/2" × 11" or smaller: 30 copies B4, 8 1/4" × 13" or larger: 25 copies	A4, 8 1/2" × 11" or smaller: 15 copies B4, 8 1/4" × 13" or larger: 12 copies	A4, 8 1/2" × 11" or smaller: 30 copies B4, 8 1/4" × 13" or larger: 25 copies	A4, 8 1/2" × 11" or smaller: 500 copies B4, 8 1/4" × 13" or larger: 250 copies	A4, 8 1/2" × 11" or smaller: 250 copies B4, 8 1/4" × 13" or larger: 125 copies

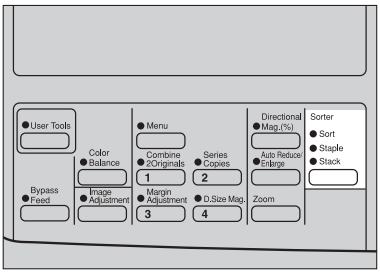
❒ When you have 3-bin sorter or 10-bin sorter stapler, you cannot use thick paper fed from the bypass tray in Sort mode.

❒ When you have 10-bin sorter stapler, 12" × 18" size paper cannot be used in Sort mode.

❒ You cannot use OHP transparencies or custom size paper in Sort mode.

❒ You can make the machine select Sort mode automatically when you insert two or more originals in the document feeder and make two or more copies from each original with the user tools. ⇒ P.146 *"ADF/Sorter"*.

1 Press the 【Sorter】 key until the Sort indicator (top) is lit.



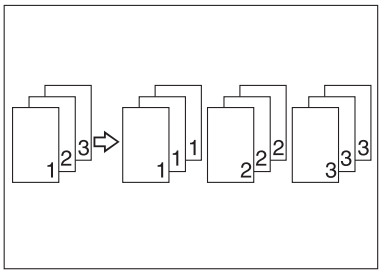
TRSS302N

2 Set your originals in the document feeder.

3 Press the 【Start】 key.

Stack

The optional 20-bin sorter stapler, 10-bin sorter stapler, or 3-bin sorter is required to use this function.



All copies of each original are delivered to the same bin.

Note

❒ For stacking, the following limitations apply:

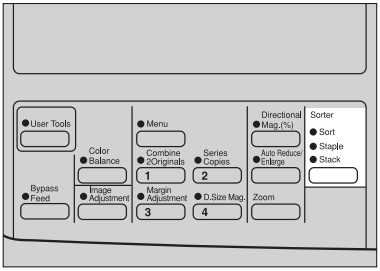
	20-bin sorter stapler		10-bin sorter stapler	3-bin sorter	
	Normal paper mode	Thick paper mode		1st bin	2nd or 3rd bin
Maximum paper size	▭: A3, 12" × 18" ▯: A4, $8^1/_2$" × 11"	▭: A3, 12" × 18" ▯: A4, $8^1/_2$" × 11"	▭: A3, 11" × 17" ▯: A4, $8^1/_2$" × 11"	▭: A3, 12" × 18" ▯: A4, $8^1/_2$" × 11"	▭: A3, 12" × 18" ▯: A4, $8^1/_2$" × 11"
Minimum paper size	▭: B5, $8^1/_2$" × 11" ▯: B5, $8^1/_2$" × 11"	▭: B5, $8^1/_2$" × 11" ▯: B5, $8^1/_2$" × 11"	▭: B5, $8^1/_2$" × 11" ▯: B5, $8^1/_2$" × 11"	▭: A6, $5^1/_2$" × $8^1/_2$" ▯: A5, $8^1/_2$" × 11"	▭: A6, $5^1/_2$" × $8^1/_2$" ▯: A5, $8^1/_2$" × 11"
Maximum paper capacity of bins (80g/m^2, 20 lb)	A4, $8^1/_2$" × 11" or smaller: 30 copies B4, $8^1/_4$" × 13" or larger: 25 copies	A4, $8^1/_2$" × 11" or smaller: 15 copies B4, $8^1/_4$" × 13" or larger: 12 copies	A4, $8^1/_2$" × 11" or smaller: 30 copies B4, $8^1/_4$" × 13" or larger: 25 copies	A4, $8^1/_2$" × 11" or smaller: 500 copies B4, $8^1/_4$" × 13" or larger: 250 copies	A4, $8^1/_2$" × 11" or smaller: 250 copies B4, $8^1/_4$" × 13" or larger: 125 copies

❒ When you have an optional 3-bin sorter or 10-bin sorter stapler, you cannot use thick paper fed from the bypass tray in Stack mode.

❒ When you have 10-bin sorter stapler, 12" × 18" size paper cannot be used in Stack mode.

❒ You cannot use OHP transparencies or custom size paper in Stack mode.

1 **Press the [Sorter] key until the Stack indicator (bottom) is lit.**



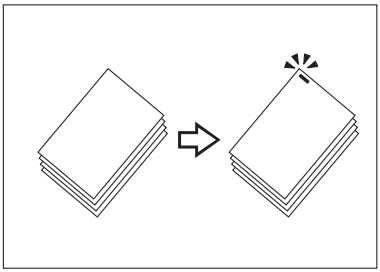
TRSS302N

2 **Set your originals in the document feeder.**

3 **Press the [Start] key.**

Staple

The optional 20-bin sorter stapler, 10-bin sorter stapler is required to use this function.



GCSORT3E

Each copy set can be stapled together.

Note

- ❒ Since the image is rotated, if the direction of the original and paper direction differ, the staples might not be in the desired position.
- ❒ When you select Staple mode, Sort mode is automatically selected.
- ❒ You cannot use Staple mode with Stack mode.
- ❒ When you have an optional 10-bin sorter stapler, you cannot use thick paper fed from the bypass tray in Staple mode.
- ❒ You cannot use OHP transparencies or custom size paper in Staple mode.
- ❒ You cannot staple different width of paper.

❒ Stapling position and original setting:

Original setting			Stapling position	
	Exposure glass	Document Feeder	20-bin sorter stapler	10-bin sorter stapler

❒ For stapling, the following limitations apply:

	20-bin sorter stapler		10-bin sorter stapler
	Normal paper mode	Thick paper mode	
Maximum paper size	A3, 11" × 17" A4, $8^1/_2$" × 11"	A3, 11" × 17" A4, $8^1/_2$" × 11"	A3, 11" × 17" A4, $8^1/_2$" × 11"
Minimum paper size	B5, $8^1/_2$" × 11" B5, $8^1/_2$" × 11"	B5, $8^1/_2$" × 11" B5, $8^1/_2$" × 11"	B5, $8^1/_2$" × 11" B5, $8^1/_2$" × 11"
Stapler capacity (80g/m^2, 20 lb)	30 sheets	15 sheets	20 sheets

❒ In the following cases, the copies will be delivered to the tray without stapling.

- When the number of copies for one set is over the stapler capacity.
- When the stapler runs out of staples.

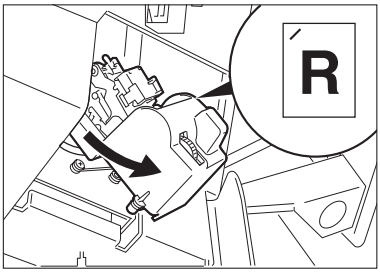
Reference

If you want to add staples, ⇒ P.125 *"Adding Staples"*.

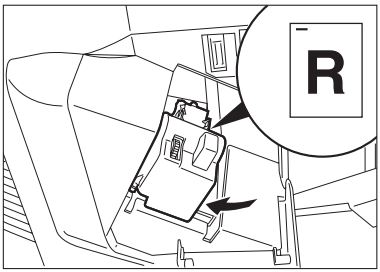
When the stapler is jammed, ⇒ P.127 *"Removing Jammed Staples"*.

Changing the staple position

If your machine is equipped with the 20-bin sorter stapler, you can select one of two stapling positions by changing the position of the stapler. Open the front cover of the sorter stapler and perform the actions illustrated below.



TRSP050E



TRSP060E

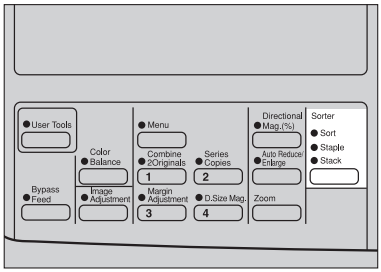
Note

❒ After changing the position of the stapler, the stapler should be clicked in position.

Stapling copies automatically after copying

The optional document feeder is required to use this function.

1 Press the [Sorter] key until the Sort (top) and Staple (center) indicators are lit.

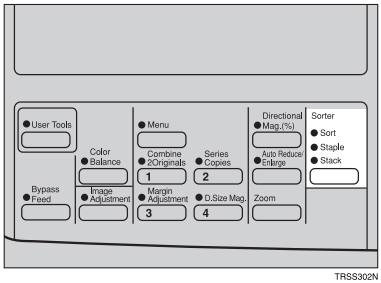


2 Set your originals in the document feeder.

3 Press the [Start] key.

Stapling copies manually after copying

1 Press the [Sorter] key until the Sort indicator (top) is lit.



2 Make your copies.

3 After copying is completed, press the [Sorter] key before the Staple indicator stops blinking.